

# VOLUNTEER

**Parents/Guardians/Community Members**

## Volunteering in our schools

### New requirements for volunteers

There are many ways to contribute to your child's education and school community. Volunteering is a great way to stay connected. We value the contribution of all our volunteers and appreciate their time spent supporting our students, staff and Catholic education.

### Requirements

A Vulnerable Sector Police Check AND completion of an Accessibility for Ontarians with Disabilities Act (A.O.D.A.) training module are requirements of the Brant Haldimand Norfolk Catholic District School Board for all volunteers.

#### Vulnerable Sector Police Check (Criminal Background Check)

A form obtained at the school is taken to your local police station and a search, based on the information provided, is performed by police. Volunteers must have a Vulnerable Sector Police Check every three years. In years when the check is not required, the volunteer must sign the prescribed Offence Declaration. All volunteers (parents, guardians, grandparents, etc.) require a Vulnerable Sector Police Check. If you do not have one on file at the school at the time of the event (e.g., class trip), you will not be permitted to participate. Such events/activities include, but are not limited to: class trips, field trips, excursions, classroom volunteers and volunteer drivers, coaches, various reading or other unsupervised curriculum program assistance.

#### Accessibility for Ontarians with Disabilities Act (A.O.D.A.) Training **NEW!**

All volunteers are required to complete an online A.O.D.A. training module prior to performing volunteer duties. Once a volunteer completes the online training, a certificate acknowledging completion can either be printed and taken to the school(s), or can be emailed to the school(s).

#### Q. How do I access the online training?

A. Visit your school website and select **Volunteer** on the **School Information** menu.

#### Q. What if I don't have a computer or require accommodation to take the training?

A. The online training can be accessed from any computer with an internet connection. If you do not have a computer at home, you can use a public computer (such as your local public library) or come to the school and we will provide one for your use.

#### Q. What if I require accommodation to take the training or need other assistance?

A. If you require any assistance, please contact the school. We will arrange a solution that meets your needs.

Please note that individual Police Detachments determine their own Vulnerable Sector Police Check procedure. We work closely with all detachments to improve communication and to assist with streamlining the process for our valued volunteers.

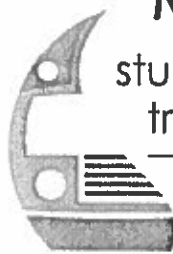


**BRANT HALDIMAND NORFOLK  
CATHOLIC DISTRICT SCHOOL BOARD**

322 Fairview Drive, P.O. Box 217, Brantford, ON N3T 5M8  
T 519.756.6369 E info@bhncdsb.ca

*Excellence in Learning ~ Living in Christ*

www.bhncdsb.ca



Note: this was sent to families  
in June.  
student Attached here for REVIEW.  
transportation services

service de transport scolaire

Brant Haldimand Norfolk

349 Erie Avenue Brantford, ON, N3T 5V3

Phone: 519-751-7532

Toll Free: 1-877-226-6353 Fax: 519-751-1536

[www.stsbhn.ca](http://www.stsbhn.ca)

Parent(s) / Guardian(s)

Student Transportation Services Brant Haldimand Norfolk (STSBHN), the transportation consortium which is responsible for arranging and managing the home-to-school bussing of your child(ren), will continue to have the online portal available for parents and students to access their transportation details for the coming school year.

Transportation information is available online for you to check at any time. The information contained in the portal is updated twice daily and will hold the most current bus information for your child(ren). Information for the coming school year will be made available to view on August 15 and will be continually updated throughout the entire school year. If checking the transportation details prior to the first day of schools, please remember that last minute changes sometime do occur and that it is important to re-check the information prior to sending your child(ren) to their assigned pickup location. **ALL students in kindergarten and grade 1, and those students attending a self-contained classroom will receive a custom transportation letter over the summer.**

For those who do not have internet access from home, common locations which will allow you to access the internet are public libraries, internet cafés as well as many cell phones. If you are having difficulties logging onto the portal, please contact the transportation department for assistance. Please note that STSBHN IS OPEN over the summer; please contact us if you have moved over the summer so that the appropriate changes can be made to your child(ren)'s transportation arrangements.

Please follow the steps below to access your child(ren)'s information via the online portal. The information which will be required to log into the portal is: 1) OEN/ Student ID #, 2) child's date of Birth, 3) Primary Residence's Street #/ 911 #, and 4) School that the child will be attending in the selected school year.

1) Go to [www.stsbhn.ca](http://www.stsbhn.ca)



2) Click on the button

3) Enter in the 9 digit OEN/ Student ID (found on each student's report card; example: 123-456-789)

4) House/ 911 Number (example: enter 123 if your home address were "123 Somewhere Dr, Gotham")

5) School of attendance in September

6) Grade in September

7) Click Login

Sincerely,  
Staff of STSBHN