

## Rideau Park School



# Volunteer Orientation



Friday September 12, 2025  
Learning Commons



learning | as unique | as every student



**Calgary Board  
of Education**

## Rideau Park School



We welcome volunteers in the classroom, on field trips and with certain tasks at school or at home. Certain activities or field trips would not be possible without the active participation of our volunteers.

**THANK YOU!**



# Administrative Regulation – AR5003



- (c) **“volunteer”** means a person who assists schools and/or students either in curricular or extra-curricular activities and includes volunteer drivers and students volunteering outside their school but does not include guest speakers, presenters, visitors to the school, who parents assist their own child in the school or school council members in their position as school council members.





# Volunteer Process

- Register as volunteer through MyCBE – Annual Volunteer Registration Form 2025-2026 or through the school office; you will then receive a CBE volunteer letter
- Visit CPS online system (ePIC) to obtain police check using your CBE volunteer letter, once you receive an e-mail notification to do so. Online process is free of charge.
- Share clearance document from CPS with the school (School Engage, in-person or by e-mail). If you upload to School Engage, please let us know!)



## Before volunteering

- Ensure your police clearance is up to date
- Ensure you have completed your Annual Volunteer Registration (online through MyCBE)

FYI- If you end up having a criminal charge during the period of your existing security clearance, you must let the Principal know (except for minor traffic violations).

Teachers will reach out to the office to confirm volunteer status. **You will be declined participation** on a field trip or in-school support without having clearance.



# You do not need a police clearance to...

- Pick up/drop off your child
- Meet with school staff
- Provide support from home (sewing, materials, participate in RPPA)
- Volunteer for parent-supervised and organized events after school hours
- Fill a role as a guest speaker



# Classroom Opportunities

- At the direction of the teacher
  - Bulletin boards (put up or take down)
  - Organizing materials
  - Support students with special projects (art centres, science centres, building projects)
  - Basic reading or numeracy practice (teacher provides materials); **not teaching, just practice**
- The teacher should be expecting the volunteer.
- Not all teachers will require volunteers in the classroom.



# Other School Opportunities

- Hot lunches (organized by RPPA); clearance needed
- Photo Days- clearance needed
- Library/Learning Commons – clearance needed
- Celebration nights or events (organized by the RPPA)
  - No police clearance (these are parent-led events off school hours)
- Fundraising initiatives (Casino, etc... organized by RPPA)
- Activity/Sports Days (clearance needed)
- Special School Organized Events- concerts, performances (clearance needed)





## Off Site Activities (Field Trips)



- At the direction of the teacher:
  - Supervise groups of students while walking to and from location (walking trips)
  - Sit on the yellow school bus and help supervise (safety)
  - Ensure students are participating appropriately in assigned activities (follow the group plan)
  - Assist with transitions from group activities to bathroom facilities
- You will likely be assigned a specific group of students for the duration of the activity
- Volunteers are considered representatives of the CBE and Rideau Park School!





# Working alongside students



- Students trust adults in our building. We build trust by treating everyone with respect.
  - If a student is experiencing a challenge, seek immediate support from the teacher
  - Use an encouraging and kind tone
  - It is ok to engage in surface level small talk (Do you have pets? I also love Spiderman!)
- Please put your phone away 😊





# Confidentiality

- As a trusted adult in our space, **please use discretion** as you may see...
  - students struggling with learning
  - students struggling with following expectations
  - behaviour that is different from your own child
- It is expected that you keep what you see to yourself and **do not discuss with others.**
- **Do not take photos of students** – Do you want your child's photo on someone else's phone who you do not know?
- **If you need support, speak to the teacher**



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