Parent Volunteer Info – All support activities

Thank you for your interest in supporting our students during off-site and on-site activities. Parent volunteers play an important role in helping provide safe, positive, and engaging learning experiences for students. All volunteers work under the direction of the teacher-in-charge and are expected to follow the Calgary Board of Education (CBE) guidelines.

General expectations as a Parent volunteer

- Always follow the directions of the teacher-in-charge.
- Supervise the students assigned to you and remain with your group.
- Help ensure student safety and well-being throughout the activity.
- Report concerns accidents, illnesses, or behavioral issues immediately to the teacher-in-charge.
- Model respectful and appropriate behavior.
- Maintain confidentiality regarding students and families.
- Follow all school and CBE expectations and procedures.
- Please do not take photos of students without parent consent

Fair and equitable opportunities

To ensure fairness for all families:

- Volunteer opportunities will be communicated to all families through school communication channels.
- Selection is based on the supervision and operational needs of the activity.
- If more volunteers apply than are needed, a fair selection process may be used.
- Participation in one activity does not guarantee selection for future activities.

Transportation expectations

- Volunteers must arrive at the designated location on time and be ready to support students.
- Personal transportation arrangements must not interfere with assigned supervision responsibilities.
- Transportation may be a mix of taking the bus with staff and students or personal transportation, depending on the nature of the volunteer opportunity/field trip.

Remember

Parent volunteers:

- Are representatives of the CBE while participating in school activities.
- Must meet all required volunteer screening and approval requirements.

- Do not make decisions regarding student discipline, medical concerns, transportation, or emergency response.
- Do not communicate with families regarding incidents on behalf of the school.
- Refer all questions or concerns to the teacher-in-charge.

Thank you

Your support helps make off-site activities safe, meaningful, and successful learning experiences for our students. We appreciate the time and commitment you contribute to our school community.

References

- AR 3027 Off-Site Activities: https://cbe.ab.ca/governancepolicies/ar3027.pdf
- Off-Site Activities (CBE Parent & Volunteer Information): https://cbe.ab.ca/programs/curriculum/pages/field-trips.aspx
- Administrative Regulation 5003 - Volunteers: https://cbe.ab.ca/governancepolicies/AR5003.pdf