

VOLUNTEER HANDBOOK



**Calgary
Academy**

Embrace
Empower
Unleash

A young girl is the central focus, dressed as Captain America. She wears a blue helmet with a white 'A' on the forehead and a blue mask. Her costume is blue and white with a large white star on the chest. She is also wearing a white tutu with a large blue flower on top. She has a joyful expression, smiling broadly, and her right fist is raised in a power salute. The background is slightly blurred, showing other people in blue clothing, suggesting a school event or performance.

VISION

To be a beacon of possibility for richly personalized, engaging learning experiences that empower learners to pursue lives of passion and purpose.

MISSION

We design engaging, dynamic, student-centered experiences that nurture a caring, inclusive culture and instill a love of learning.

WELCOME

Volunteers are an integral part of our school. You add so much to the educational experiences that your children have at Calgary Academy and we appreciate you very much. With your help, our focus as a community, will be to improve student achievement, citizenship, personal development, and character building for all learners through the modeling of REACH. We must ensure a positive learning environment that teaches children how to be respectful and responsible citizens, as well as thinkers, inquirers, and discoverers.

Everyone at Calgary Academy is very much enriched by the incredible involvement of you, our volunteers. Your participation in curricular and non-curricular activities and school - wide events makes us stand out. We welcome your involvement and encourage you to help us provide an even greater educational experience for all our children. This handbook was written as a guide for the volunteers of Calgary Academy. It is our hope that you reap personal rewards of satisfaction and joy from volunteering at our school.



CA BELIEF STATEMENTS

We believe we are all learners first, continuously redefining what is possible.

We believe in the principles of respect, enthusiasm, altruism, commitment and honesty (REACH).

We believe students must be at the center of all decision-making.

We believe in creating pathways as unique and varied as our learners.

We believe socio-emotional well-being empowers learners to thrive.

We believe foundational literacies are critical to deeper learning.

We believe in engaging richly with our families and our community.

We believe transparency and clarity of communication are critical for a healthy culture.

We believe collaborative and distributed leadership across all areas of Calgary Academy will best serve the needs of our community.

Volunteer Opportunities at Calgary Academy

There are many ways to volunteer at Calgary Academy. Here are a few examples of how you can get involved:

- › Help with scribing for students during writing assessments such as unmediated writing or exams;
- › Help to rotate the bulletin boards and other visual aids around the school to showcase the work of the students and upcoming events;
- › Assist/coach a school team;
- › Help with school events such as Terry Fox Run, Dig Pink, Basketball tournaments, etc.;
- › Field trips;
- › Donate food for teacher appreciation days lunches; and
- › Share your expertise with students.

As this is not an exclusive list, if you have ideas for volunteer opportunities at Calgary Academy, please contact the Volunteer Coordinators at volunteers@calgaryacademy.com.

Who is a CA volunteer? How are CA volunteers screened?

Calgary Academy defines volunteers as a person who assists the school and/or students in either curricular or non-curricular activities. All volunteer positions must have a specified purpose and must be sponsored by the principal, staff members, or Calgary Academy.

As a Calgary Academy volunteer, you are placed in a position of trust with students, staff or property of Calgary Academy. Therefore, a reasonable background police check must be completed to volunteer within Calgary Academy. At Calgary Academy, all adult volunteers require a valid security clearance. This includes parents, teachers from other schools, police officers and firefighters. There can be no exceptions.

Note that guest speakers or presenters, visitors to the school and parents assisting their own child only in the school are not considered volunteers and therefore do not require a security clearance.

In addition to the requirement of a security clearance, the school principal may choose to interview you, and/or check references. A Volunteer Orientation session is offered to all new volunteers and is mandatory to attend. At the volunteer orientation the school's expectations of volunteers will be reviewed. It is the responsibility of the Principal and Calgary Academy Volunteer Co-ordinators, to determine suitability and deployment of a volunteer.

Volunteer Security Clearance Process

A dedicated Calgary Academy Police Security clearance is required and is valid for 5 years from the date of issue. You can apply for your clearance at:

www.policeinformationcheck.calgarypolice.ca

If you reside outside of Calgary you must obtain a security clearance in the jurisdiction where you live.

If you reside within Calgary city limits you must complete the Calgary Police Service (CPS) Consent to search and Disclose of personal information form and must supply two pieces of identification from the following lists (at least one must be a photo ID):

> Photo Identification

- Driver's Licence
- Citizenship Card
- Firearms Card
- Military Identification
- Native Status Card
- Passport
- Provincial Photo Identification
- Permanent Residency Card

> Non-Photo Identification

- Birth Certificate
- Health Care Card
- Immigration Document
- Marriage Certificate
- Social Insurance Card

If the CPS is unable to issue a security clearance based on the information you provided, you will be notified that it is necessary to attend in person at the Security Clearance Unit. Once background checks are completed, a confidential letter will be issued to you by the CPS indicating that you are cleared or disclosing criminal charges and convictions. To volunteer, you will have to present this letter to Calgary Academy for approval by Principal.

Security clearances done for another purpose such as employment, sports or volunteering for another agency cannot be accepted by Calgary Academy. This is because the police do background checks for all those who request a clearance, but the report they issue varies from agency to agency depending on the nature of the request. It is not possible to know if the clearance was done to Calgary Academy standard.

Volunteer Registration

For our data base, we require you to complete the Calgary Academy Volunteer registration and confidentiality form when you begin volunteering and annually thereafter. By completing the form, you agree to abide by the conditions that protect the safety, confidentiality and working environment of Calgary Academy. You also make a signed declaration with regards to criminal charges.

Expectations

Volunteer Expectations

- To be made to feel that the assistance given is worthwhile.
- To be treated with respect by students and staff.
- To be given a suitable assignment compatible with the volunteer's area of interest and expertise.
- To be given clear instructions and any necessary training for specific assignments.
- To be given a proper orientation to the school with introductions to key personnel.
- To be provided with support if any difficulty arises.

School Expectations of Volunteers

- To model the principles of REACH.
- To follow the policies and procedures of the school.
- To maintain the highest standard of confidentiality and ethics.
- To be reliable and dependable.
- To understand that volunteers are to assist, support and report to teachers and staff, not replace them.
- To attend any orientation or training offered to volunteers.
- Refrain from bringing children with you who are not students enrolled at the school.
- Refrain from smoking, vaping while on school property or trips.
- Dress appropriately for your duties and present a positive image to the community at large.

If these conditions are not met, your volunteer position may be terminated.

Should you have any concerns about your volunteer role, please direct them to the teacher in charge or to the Volunteer Co-ordinators (volunteers@calgaryacademy.com). Every effort will be made to respond in a timely and appropriate manner.

Routines

Check in: Please sign in at the main office when you arrive. You will be asked to wear your volunteer nametag.

Valuables: Avoid bringing valuables into the school unless absolutely necessary. Keep your purse/wallet with you. Calgary Academy is not responsible for lost or stolen personal property.

Washrooms: Adult volunteers are encouraged to use the staff washroom.

Office Machinery: If you are going to use an office machine, please ask for help if you do not know how to operate a particular machine. If a staff member requires the use of a machine, you are asked to relinquish the machine to them.

Emergency Procedures: Calgary Academy has a plan in place in case of an emergency. You are encouraged to ask about specific protocols in the event of a lockdown or building evacuation. In the event of an emergency, the teacher in charge and or administrative staff will provide further directions. You are expected to participate fully in fire drills or other safety related training conducted during the school day.

THANK YOU!

Calgary Academy is very grateful for all of the hours contributed by our volunteers.