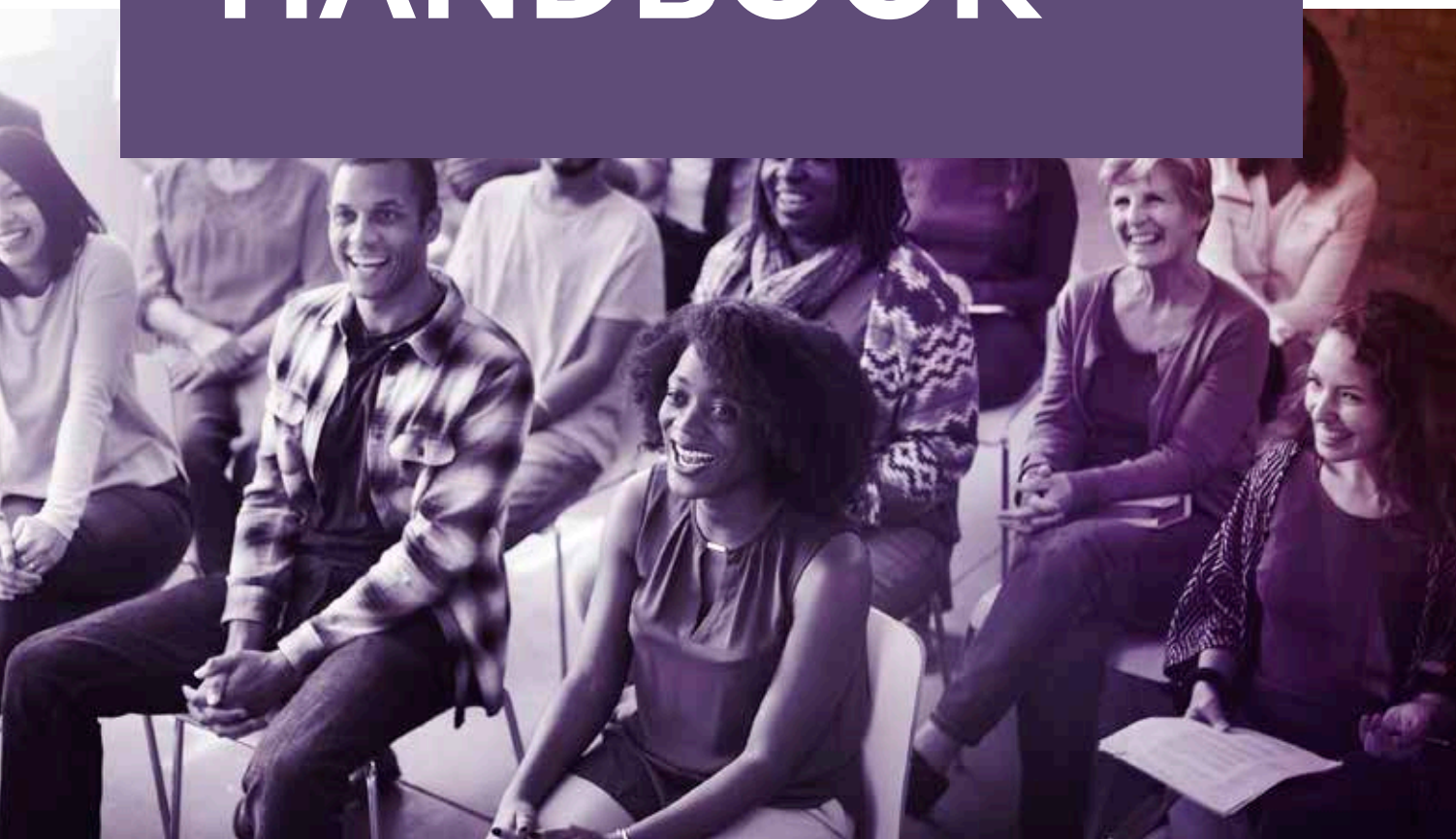


2020-2021

VOLUNTEER HANDBOOK



Mission

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

Vision

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



OUR BELIEFS

WE BELIEVE
WE ARE ALL
learners first,
continuously redefining

WHAT IS

POSSIBLE

WE BELIEVE
IN CREATING PATHWAYS

AS

Unique —
AND
— *Varied*

AS OUR LEARNERS

WE BELIEVE
FOUNDATIONAL LITERACIES

ARE
CRITICAL
TO

DEEPER
LEARNING

WE BELIEVE
TRANSPARENCY AND

CLARITY

of communication

ARE
CRITICAL
FOR A

HEALTHY
CULTURE

WE BELIEVE IN THE
PRINCIPLES OF

*respect, enthusiasm,
altruism, commitment
and honesty* **REACH**

WE BELIEVE

Students
MUST BE AT THE CENTRE

of all decision-making

WE BELIEVE

socio-emotional well-being

EMPOWERS

learners **TO THRIVE**

WE BELIEVE

in engaging richly with

OUR *families* AND
OUR *community*

WE BELIEVE **COLLABORATIVE AND DISTRIBUTED**

LEADERSHIP **ACROSS ALL AREAS OF**

Calgary Academy

BEST SERVE THE **NEEDS OF OUR COMMUNITY**

WELCOME TO SCOCA

Volunteers are an integral part of our school. You add so much to the educational experiences that our students 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 students.

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.



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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 with school events such as Terry Fox Run, Dig Pink, Basketball tournaments, etc.;



Help to rotate the bulletin boards and other visual aids around the school to showcase the work of the students and upcoming events;



Field trips;



Assist/coach a school team;



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.

CA VOLUNTEER SCREENING

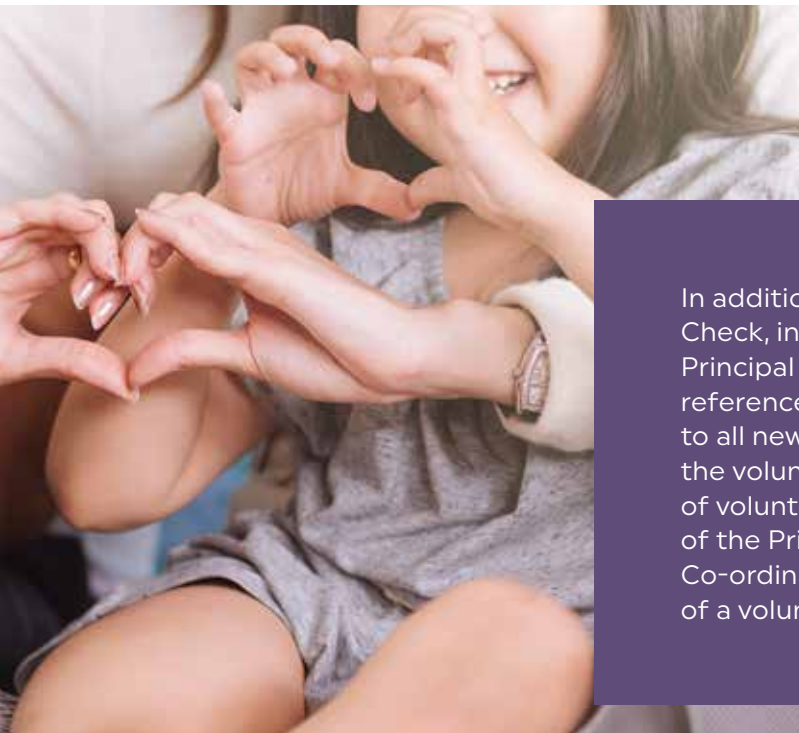
WHO IS A CA VOLUNTEER?

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 approved by the Principal of 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 Criminal Record Check, inclusive of Vulnerable Sector 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: 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 Criminal Record Check, inclusive of Vulnerable Sector, 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 CRIMINAL RECORD CHECK

INCLUSIVE OF VULNERABLE SECTOR PROCESS

A dedicated Calgary Academy Criminal Record Check, inclusive of Vulnerable Sector is required and is valid for 3 years from the date of issue. If you reside in Calgary, you can apply online for your Check.

[APPLY ONLINE](#)

If you reside outside of Calgary you must obtain a Criminal Record Check, inclusive of Vulnerable Sector in the jurisdiction where you live, in person.

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). To apply online you must have electronic copies of this 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 electronically to Calgary Academy indicating that you are cleared or disclosing criminal charges and convictions.

For other jurisdictions outside of Calgary, a confidential letter will be issued to you 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 the 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.



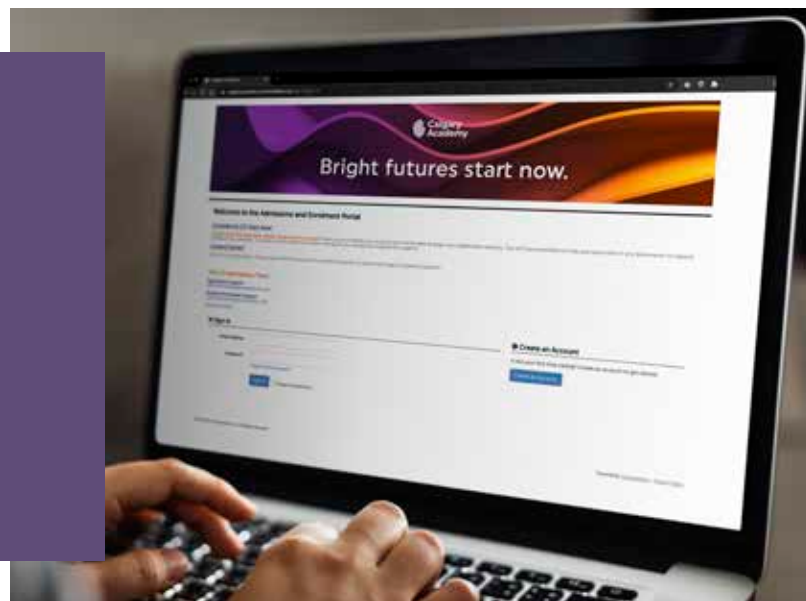
VOLUNTEER REGISTRATION

For our data base, we require you to complete the Calgary Academy Volunteer Application 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.

CURRENT PARENT OF A CA STUDENT

To apply as a CA volunteer if you are a current parent of a CA student, login to the Enrolment Portal and complete the Volunteer Application Form.

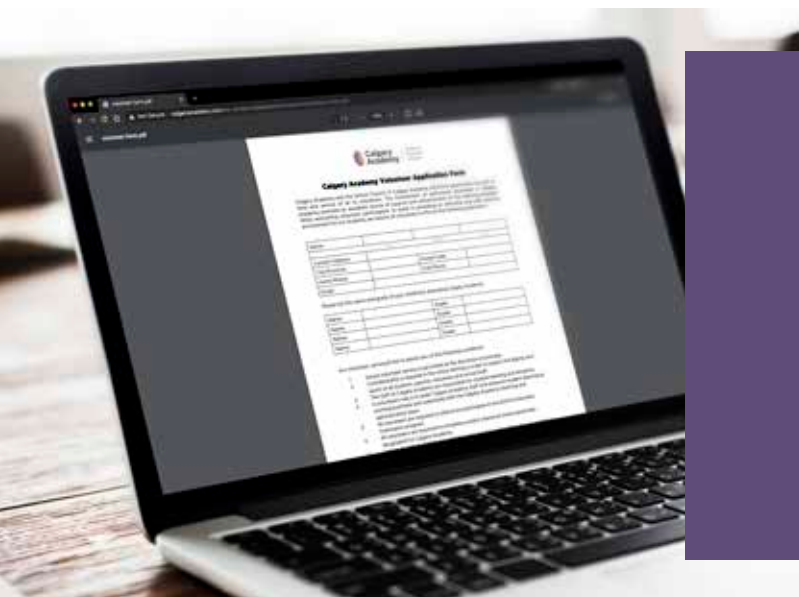
[ENROLMENT PORTAL LOGIN](#)



NOT A CURRENT PARENT OF A CA STUDENT

If you are not a current parent of a CA student, please complete the Volunteer Application Form on Calgary Academy's website.

[VOLUNTEER APPLICATION FORM](#)



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.
- › 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 staff member in charge of your volunteer activities or to the Volunteer Co-ordinators at 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 and complete any other protocols in place. 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.



CHECK OUT

Please check out at the main office when you leave and return your volunteer nametag.

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 staff member in charge of your volunteer activities 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.