

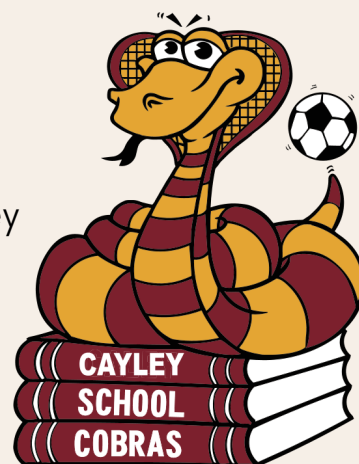
CAYLEY SCHOOL VOLUNTEER HANDBOOK



Cayley School



Mrs. Jolene Becker, Principal
904 Ross Ave Cayley, AB T0L 0P0
Phone: 403-601-2702
Website: foothillsschooldivision.ca/cayley
Follow us on Instagram: [cayleyschool](https://www.instagram.com/cayleyschool)



Volunteers Welcome!

Cayley School extends an invitation to our parents and community members to play a role in helping to create and sustain a learning community. Our learning community includes not only students and staff, but also volunteers drawn from parents, community members and local businesses. One of the main characteristics of effective schools is the significant involvement and active support of parents and the community. Students in schools with high levels of parent support and involvement do better academically, personally and socially. As a volunteer, you can help to make a positive difference.

Everyone has knowledge, skills and experiences that can be shared with students. This guide is provided to assist you in volunteering, whether in the classroom, office, with sports, field trips or special events

Parent and School Council Responsibilities

Advise, consult and support the Principal on matters related to a safe and caring climate within the school.

Foothills School Division Mission Statement

Each learner, entrusted to our care, has unique gifts and abilities. It is our mission to find out what these are...explore them ...develop them...and celebrate them!

Procedures and Protocols for Volunteers

The Principal develops procedures regarding the use of volunteers in the school, and approves volunteer positions in the school. The Principal will interview, select, approve, supervise and communicate with volunteers, as well as, establish roles and responsibilities of volunteers within the school. All volunteers whose service at the school over the course of the year is likely to exceed ten (10) hours of volunteer activity must:

1. Complete a Volunteer Registration Form and read through the volunteer handbook.
2. Provide a Criminal Record Check with the Vulnerable Sector Check Completed.
3. Sign a confidentiality agreement.
4. Complete the Respect in School/Sport on-line Program if volunteering for extracurricular/ sports/coaching activities.

Volunteers participating in the activities of schools are expected to:

1. Share relevant areas of volunteer interest or expertise to assist the school in identifying volunteer assignments.
2. Abide by the rules of confidentiality.
3. Act in an assisting capacity with teachers and not assume functions considered responsibilities of the teacher.
4. Seek the counsel and take the direction of the Principal or designate in any decision area(s) which may be unclear to the volunteer.
5. Wear volunteer identification provided by the school.

If a volunteer applicant has a criminal record, the Principal will review the applicant's suitability based upon the following factors:

1. The type of charge or offence.
2. The age of the charge or offence.
3. The type of volunteer work the applicant is being considered for.
4. Whether the criminal record impacts on the applicant's ability to perform the volunteer duties.
5. Whether the behavior associated with the offence(s) if repeated, will pose a threat of physical or sexual abuse to children or others.
6. Any other factor(s) which the Principal deems to be relevant.

Volunteer Expectations

Volunteers work in schools at the invitation of a teacher or the school to enrich student learning and experiences. Administrative Procedures provide guidelines regarding volunteers in Foothills School Division schools. The Division values the contributions of volunteers in enhancing learning opportunities for students while still recognizing its responsibility to provide a safe and caring environment for staff and students and it is our primary consideration in the selection and use of volunteers to assist teachers.

We encourage and promote the participation of volunteers in the life of the school.

Volunteers can be used to assist teachers in the classroom, for extra-curricular events and sporting/coaching activities.

Volunteers participating in the activities of the school are encouraged to share interest and expertise to assist the school in identifying volunteer assignments for them. Extra-curricular and sporting activities will need to be approved, endorsed and authorized by the administration of the school and have a Teacher Sponsor. Extracurricular activities are under the direct supervision of a certified teacher who is an employee of the Foothills School Division. Other employees of the Division, parents or other community members may lead extracurricular activities under the direct supervision of a teacher. Teachers are not permitted to check in and go, or check in periodically. The teacher is responsible for the supervision of the students. If parents or individuals are interested in organizing extra-curricular or sporting activities outside of this framework they do so independently from the school, outside school hours and the school (activities independent from the school and not endorsed by the school).

Extra-curricular and sporting activities involve a varying level of risk. As a result, a comprehensive screening procedure must be in place to ensure that volunteers are suitable to be working with students and have the appropriate skills necessary to undertake the proposed activity. The Principal shall personally interview and screen potential volunteers for extra-curricular and coaching activities.

The Principal is responsible for recruiting and screening volunteers and ensuring that volunteers act in an assisting capacity to the teacher. Volunteers must complete a volunteer registration form, provide a criminal record check and sign a confidentiality agreement. They must also complete the online Respect in School/Sports program for extra-curricular or coaching activities. The Principal may deny permission for a volunteer to work in the school if they are deemed unsuitable, in breach of Board Policies or behaves in a way that is contradictory to the Division mission, vision and/or principles.

Ethical Guidelines for Volunteers

There are certain ethical guidelines all must respect and follow when working in a school environment.

Cayley School staff are bound by legislation such as The Education Act, The Child Welfare Act (CWA), The Freedom of Information and Privacy Act (FOIP), various Foothills policies, and The ATA Code of Ethics which guide their work. While these do not apply directly to school volunteers, we have found that the following guidelines helpful:

- Appreciate that children are unique individuals, and that comparisons of growth or progress are a complex professional responsibility
- In the course of your volunteer work you may become aware of sensitive information regarding students or their families. Any such information should be immediately brought to the attention of the classroom teacher or a school administrator. Under no circumstances can such information be shared publicly.
- Avoid critical discussions of classes, teachers, programs and especially of individual children publicly.
- Children learn from watching others. Be a model for problem solving, decision making, patience, and showing respect for others.
- Teachers and students rely on your help. Call the school if you are unable to come in when you are expected or if you will be late.
- Should you wish to expand, reduce or otherwise change your volunteer assignment, please discuss this with the classroom teacher or an administrator.

Bullying and Threatening Behavior

Bullying and threatening behavior have an adverse effect on the learning environment. Schools will intervene effectively to reduce bullying and threatening behavior by developing a safe and supportive school climate. Students, employees, parents and community members shall be treated with dignity, respect and fairness, and shall be provided with a learning environment that is free from discrimination, harassment and abuse of any kind. A threat is a declaration/intention to punish/hurt physically or psychological to reputation or property (directly/indirectly). Bullying is repeated and systematic harassment and attack on others by individuals or groups including physical violence, verbal taunts, name-calling and put-downs, threats and intimidation, extortion or stealing, exclusion or stealing, exclusion from peer group.

A Safe and Caring School

A safe and caring school is physically, emotionally and psychologically safe for students and staff. It is an environment wherein everyone is accorded respect and dignity, and their safety and well-being are paramount considerations.

Student Responsibilities: In accordance with the Education Act students are expected to conduct themselves in accordance with the School Student Code of Conduct developed by school leadership, staff, students and community.

Examples of (but not limited to) **acceptable** behaviour for students include;

- be ready to learn, and actively engage in, and diligently pursue your education;
- attend school regularly and punctually;
- cooperate with all school staff;
- know and comply with the rules of your school;
- be accountable to your teachers and other staff for your behaviours;
- respect yourself and the rights of others in the school by demonstrating appreciation of diversity of all school members regardless of their race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons;
- ensure your conduct contributes to a welcoming, caring, respectful inclusive and safe learning environment that fosters a sense of belonging of others in your school;
- refrain from, report and discourage bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school;
- always demonstrate behaviours that positively contribute to and honour your school and community.

Cayley School and Foothills School Division appreciates the service provided by our volunteers, supervisors and coaches.

THANK YOU!!!