VOLUNTEER RESOURCE GUIDE

This volunteer resource guide is intended as a resource that schools may consult as they work with volunteers. The handbook, as a whole, reflects common beliefs, strategies, and procedures that apply to the general topic of school volunteerism. It reflects the unique aspect of Catholicity relevant to volunteers in Calgary Catholic schools.

The staff and students, teachers, administrators, and parents of the district, including volunteers, are expected to support the moral teachings of the Catholic Church in respect to the value of every human person and the enhancement of healthy lifestyle choices.

**Background to Volunteering in our Catholic Schools**

The concept of service is central to the beliefs it holds as a Catholic School District. There is a long tradition of volunteerism within Catholic institutions and organizations. Volunteer work has ties with Catholic institutions and organizations that run deep. In the document “To Teach as Jesus Did”, the Canadian Catholic Bishops emphasized that one of the interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian community and the entire human community. Historically, the Catholic Church depended upon the generosity and good will of others in volunteering their time and talents to the achievement of its mission.

Jesus often invited his disciples to love one another. He urged them to show their love through what they did as well as by what they said. Gifts and talents not only help individual growth, but they support and enrich the whole community.

In offering to volunteer in our schools, parents and community members truly provide the students with real life models of service. Volunteers have played a major role in Catholic education since the time when parishioners joined their efforts to establish the first Catholic school. The tradition of volunteerism has been strong in our schools and each year grows stronger as more people, parents as well as community members, become involved.

An important aspect of the culture in each district school is the creation and maintenance of a dynamic faith community. It is this aspect that the Calgary Catholic School District strives to ensure permeates the learning environment.
The opportunity to volunteer in district schools is seen as a mutually beneficial relationship where the volunteer’s response to others in need is hopefully returned in the form of opportunities to learn, to contribute, and to be an integral part of a vibrant, exciting, learning community. The Calgary Catholic School District is proud to support the theme of service, which is a prominent one in the Christian tradition. Becoming a volunteer within the Calgary Catholic School District involves reaching out and ministering to others. In fact, the word *ministry* means *service*.

At the same time, it is important that district volunteers understand some basic background related to the aspect of Catholicity in the schools. In this way, expectations are clear and misunderstandings are avoided. It is essential that everyone working within the Calgary school community understand that the district is guided by the values of Catholic tradition and Gospel values when working with students.

It is possible that sensitive issues and questions, not always directly related to the assigned task may arise as volunteers work with and get to know our teachers and students. In these cases, volunteers are asked to redirect the discussion to the classroom teacher or school administration. It is critical that sensitive issues be addressed in the context of our Catholic philosophy. The classroom teacher is in the best position to respond should this situation arise.

**Who is considered a volunteer?**

A volunteer is any individual who, without compensation, assists in the school or helps students during a school-related activity, including a field trip, either in groups or on a one-on-one basis and includes a volunteer driver who, at the request of the school, transports students. Volunteer coaches are also included as “volunteers”.

**Who is not considered a volunteer?**

For the purpose of the requirement for all volunteers to submit a *Volunteer Registration*, the following are **not** considered volunteers and are, therefore, **not required to submit a Volunteer Registration form**:

- Guest speakers
- Guest presenters
- Visitors to the school
- Parents assisting only their own children
- School council members acting solely as school council members
- District students
• **Guidelines and Expectations**

In making the decision to volunteer in Calgary Catholic School District schools, it is critical for volunteers to understand the following guidelines:

1. The principal of the school has the responsibility, in consultation with staff, parents, and the community, to determine who will volunteer in the school and what form each school’s volunteer program will take. The principal is guided in all decisions, including those related to volunteers, by the provincial School Act as well as district policies, regulations and practices. **It is expected that all schools will have a volunteer handbook and will ensure all volunteers attend an annual orientation prior to service.** In developing their school specific Volunteer Handbook, Principals will use this guideline and attached documents.

2. Volunteers must clearly understand that all work in the school must be within the context of the beliefs of the Catholic faith. This means that volunteers working with the district students are asked to:
   - Respect the Catholicity embedded in the school environment;
   - Refrain from taking advantage of their access to students to discuss religious questions since this is the responsibility of the school staff. The expectation here is that directions and/or activities related to religious themes occur at the direction of the classroom teacher or school administration;

3. Maintain the strictest confidentiality about the students, staff, parents, and school. This reflects not only the need for volunteers to follow ethical practice, but privacy provisions under Alberta’s Freedom of Information and Protection of Privacy Act (FOIP). In particular, this responsibility is captured in the section of the act quoted below:

   1(1)(e) “employee”, in relation to a public body, includes a person who performs a service for the public body as an appointee, volunteer, or student or under a contract or agency relationship with the public body…

The consequences of this section are that volunteers now have the same duties and responsibilities as regular employees in relation to privacy issues. This means that the district has a responsibility to better inform volunteers about our expectations relating to the protection of personal information and privacy.

Volunteers have the same duties and responsibilities as regular employees, with regard to sexual, physical, and psychological harassment or abuse.

In addition to the legal mandate above, it is important that volunteers and school staff realize their general responsibilities in the area of ethics and confidentiality. Volunteers receive the trust of the students, parents, teachers and administrators of the schools in which they work. An important part of that trust is related to ethics and confidentiality.
ORIENTATION

A Volunteer orientation will take place annually for all Volunteers (new and experienced). Volunteers must be made aware of the guidelines, expectations, and limitations listed in this booklet. In orientation sessions, principals must reinforce these expectations:

1. A Volunteer must not share information about students, staff, or other volunteers with other people. If a volunteer has a concern, bring the matter forward to the appropriate school staff or school administration;

2. If a volunteer has a problem with a student, he/she should redirect the matter to the student’s teacher and speak with school administration;

3. If a volunteer has a problem with a teacher, he/she should discuss the matter first with that teacher, and if necessary, speak with school administration;

4. A volunteer cannot use his/her presence in the school as an opportunity to dialogue with teachers concerning his/her own child’s situation. Volunteers, who wish to speak to a teacher about his/her own child, should make an appointment for another time;

5. All volunteer work is done under the direction and immediate supervision of a teacher and may need to follow an appropriate work style to meet the expectations of each individual teacher;

6. Within the Calgary Catholic School District, the role of volunteers is viewed as a supportive one. Volunteers are not there to replace paid staff, but to support and supplement work that is already being done within the district schools;

7. Individual teachers shall decide whether they wish to utilize the services of volunteers. Every teacher has the option of deciding not to have volunteers in his or her classroom;

8. School administration must take responsibility to explain to volunteers all school and district rules regarding entrances, exits, emergency procedures, parking, access to staff areas, etc. All volunteers are expected to abide by the rules of the school and district regulations.

9. It is the school personnel’s responsibility to ensure that volunteers are properly informed about their tasks and welcomed in the school;

10. It is the responsibility of the volunteer to do his/her assigned tasks to the best of their ability. A volunteer is expected to work co-operatively with all staff members and seek clarification whenever necessary;

11. A volunteer has the right to refuse a task if he/she feels that they are not properly prepared to do what is required. It is the responsibility of school personnel to give volunteers adequate on-the-job training;

12. After an initial orientation, a volunteer should direct her/his questions or concerns to the staff member with whom he/she works. If more information is required, then the volunteer should consult with the school administration;
13. The achievements of students are to valued and their rights preserved. In the course of his/her service in schools, a volunteer may learn personal facts about students, their families and their problems. As a result, a volunteer must agree to keep this information confidential and not discuss it with people in, or outside the school, other than the school administration (see Appendix I). He/she is bound by what they sign the confidentiality agreement that they sign;

14. Principals are to ensure that all volunteers sign the Volunteer Acceptable Policy for Internet Use form;

15. A volunteer is not, under any circumstances, to be placed in a situation where he/she is responsible for the direct supervision of students (one on one). district volunteers will always be supervised by a teacher or school staff member when carrying out his/her duties;

16. The aim of the school staff is to build a caring Catholic community in which students and teachers can work to ensure that each student feels that he/she is an important and unique human being. With this as our underlying philosophy, volunteers are expected to try their best to build a school climate that will reflect the Catholic commitment of the school.

17. A Volunteer Police Security Clearance is required for all volunteer coaches and those volunteers who accompany students on overnight field trips.

It is important to remember that clear communication is very helpful in building a sense of comfort for volunteers and members of the school community, based on the knowledge that shared understandings and expectations are in place.

Volunteers need to be appreciated. It is the responsibility of the school to recognize and celebrate the efforts of the volunteers.
APPENDICES

Appendix 1: Forms

- Volunteer Application
- Volunteer Confidentiality Agreement
- Volunteer Police Security Clearance Procedure
- Police Information Check: Consent to Search and Disclosure of Personal Information
- Volunteer Driver Authorization form
- Volunteer Health and Safety Information Sheet: Acknowledgement Sheet
- Volunteer Acceptable Use Policy for Internet Use form
VOLUNTEER APPLICATION FORM

The Calgary Catholic School District (CCSD) appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to apply and be accepted by the principal of that school. A volunteer is someone who assists school and/or students either in curricular or extra-curricular activities and includes volunteer drivers but does not include guest speakers, presenters, visitors to the school, or school council members in their position as school council members. We expect that you will complete this form to enable the school in which you volunteer to exercise control over who should be involved with the children. The information collected on this form will be held in strict confidence.

If you are under 18 years of age your parent or guardian must sign this form.

Name of school or department: ________________________________

Name: Mr. Mrs. Ms. ___________________________________________ Surname ___________________________________________ Given Names ___________________________________________

Mailing Address: ____________________________________________ Postal Code ____________________________________________

E-mail Address: ____________________________________________

Telephone No.: ____________________________________________ Daytime __________ Evening __________

Do you have children or grandchildren registered in this school? Yes _____ No _____

If yes, please list by name and grade:

Name ___________________________________________ Grade ___________________________________________

__________________________________________

__________________________________________

__________________________________________

If not, would you please list at least two references:

Name ___________________________________________ Telephone No. ___________________________________________

__________________________________________
Do you have a criminal record for which you have not received an official pardon?
Yes    No

As a volunteer, we would like to advise you of the following conditions:

1. That school volunteer service is permitted at the discretion of the principal.

2. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honoured.

3. That any information collected, used, generated, and stored by the Calgary Catholic School District including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.

4. That you may not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.

5. That the teaching and administration staff are responsible for student learning and discipline.

6. That school administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.

7. That you as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.

8. That all volunteers are required to participate in the School Volunteer Orientation program.

9. That any failure to comply with these conditions or Calgary Catholic School District policies may result in termination of your position as a volunteer.

By signing this volunteer application form, if accepted by the principal, I agree to the conditions outlined.

Signature:   Date:

Parent/Guardian signature [if volunteer is under 18 years of age]:

Signature:   Date:

The information on this form is collected under Alberta’s Freedom of Information and Protection of Privacy Act to carry out our responsibilities under the School Act. If you have any questions about this form, please contact the school principal.
VOLUNTEER CONFIDENTIALITY AGREEMENT

TO: THE CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1
(The district)

I, _______________________________, agree that I will act at all times to
preserve the confidentiality of all personal information of which I become aware during
the course of fulfilling my duties as a volunteer at ____________________________ School.

(Name of School)

I further agree that in particular I will preserve the confidentiality of any personal
information which I receive with respect to students, parents, staff and administration.

I will hold all such information in the strictest of confidence and I shall not use, copy or
disclose such information to any other individual within or outside of the district, in
whole or in part, in any manner or form, unless I have obtained the permission of the
Principal.

Executed and witnessed this _____________ day of _____________ 20 ___

__________________________
(Print Name of Volunteer)

__________________________  __________________________
(Signature of Volunteer)  (Signature of Principal)
For schools within the city limits of Calgary:

1. All volunteers will present themselves to the school principal. At the principal’s discretion, the volunteer will be asked to submit a Police Information Check (see attached) and the Calgary Catholic School District Volunteer Registration form (see attached).

2. If the potential volunteer refuses to complete the forms or there appears to be discrepancies in the information or there is concern about the suitability of the applicant, then the Principal will not allow the individual to volunteer in the school.

3. A letter must be provided to the volunteer, by the principal, indicating the date, volunteer’s name and the volunteer description/capacity. SEE FORM LETTER IN THE ADMINISTRATORS HANDBOOK

4. Complete the Police Information Check provided, present it, along with identification and the school volunteer letter at one of the following locations:

<table>
<thead>
<tr>
<th>District #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ramsay – 1010, 26 Ave. S.E.</td>
</tr>
<tr>
<td>2</td>
<td>Rosscarrock – 4506, 17 Ave. S.W.</td>
</tr>
<tr>
<td>3</td>
<td>North Haven – 4303, 14 St. N.W.</td>
</tr>
<tr>
<td>4</td>
<td>Franklin – 3207, 12 Ave. N.E.</td>
</tr>
<tr>
<td>6</td>
<td>Fairview – 8325 Bonaventure Dr. S.E.</td>
</tr>
<tr>
<td>CPS</td>
<td>Traffic Section - 6528, 11 St. N.E.</td>
</tr>
<tr>
<td>North District</td>
<td>Country Hills – 11955, Country Village Link N.E.</td>
</tr>
<tr>
<td>North District</td>
<td>Saddle Ridge – 800, Saddletowne Circle N.E.</td>
</tr>
<tr>
<td>North District</td>
<td>Victoria Park Station – 334, 11 Ave. S.E.</td>
</tr>
<tr>
<td>8</td>
<td>Midnapore- 450, Midpark Way, S.E.</td>
</tr>
<tr>
<td>CPS</td>
<td>Westwinds Campus – 5111 47 St. N.E.</td>
</tr>
</tbody>
</table>

5. The completed Police Information Check Certificate letter will be mailed directly to the applicant. The applicant must present the documentation upon receipt.

6. Only those individuals with a clear police check may volunteer. The principal will contact the Superintendent, Human Resources regarding those Police Security Checks that are not cleared.

7. Persons with a criminal record will not volunteer for the Calgary Catholic School District unless authorized by the Superintendent, Human Resources.

8. It must be emphasized that all persons requesting to volunteer at the school that permission is completely at the discretion of the principal.

9. Volunteers must have a new Police Security Clearance every 3 years.

Please note: Section B of the Police Information Check form refers to AGENCY—the school is the agency.
The Police Information Check form must have original signatures (no FAX copies or photocopies).
A. APPLICANT INFORMATION

1) Your Current Family LAST NAME:
   First Name          | Middle Name(s)          | Alias/Nickname/Preferred Name

2) Have you used any other names?
   Birth, married, previous names or legally changed your name?
   □ No  □ Yes
   If 'Yes', Provide Other Names below

3) Date of Birth
   YYYY MM DD

4) Gender
   □ Male  □ Female

5) Place of Birth (City / Province/State / Country)

6) Phone numbers  Residence
   Work  Cell
   ( )  ( )

7) How long have you lived in Calgary?
   If less than one year, where did you previously reside?

8) Your current residing address
   Apt# and Street Address

   City/Town  Province  Postal Code

9) Your mailing address (if different)
   Apt# and Street Address

   City/Town  Province  Postal Code

10) This POLICE INFORMATION CHECK is for
    □ Employment  □ Volunteer  □ Adoption  □ Immigration
    □ Other (specify)  □ (With What Agency)

11) If Police Information Check is for employment or to volunteer -
    please provide job description. If for other purpose, specify reason:

12) Practicum
    □ Paid  □ Unpaid
    □ Specify Institution

13) I will be working/volunteering with:
    □ Disabled  □ Children/Youth
    □ Elderly  □ Patients  □ N/A
    CPS Use Only
    □ No  □ Yes

B. AGENCY SECTION ONLY
   *If submitted by an Agency, this form MUST include photocopies of applicant's identification

   Agency Name
   Agency Contact (print)
   Agency Witness Signature

   Volunteer Alberta VOAN #
   (Voluntary Organization Authorization Number)

   DO NOT WRITE BELOW THIS LINE - This Area For City Of Calgary Use Only
   Position Applied For
   Division
   Department
   GL Bus, Unit
   Account
   Fund
   Dept ID
   Activity
   Reference

   DO NOT WRITE BELOW THIS LINE - Calgary Police Service Area Only
   Information Taken by
   □ VS CHECK COMPLETED
   Applicant Checked by
   CPIC / PERS / CNI
   JOIN/PENDING
   PIMS

FINGERPRINTS
CONSENT TO SEARCH AND DISCLOSURE OF PERSONAL INFORMATION (Part 2)

I, ___________________________ (name) do hereby consent to the search and disclosure by the Calgary Police Service (CPS) of the following records pertaining to me:

- Youth Criminal Record (for which a pardon has not been granted)
  **Pursuant to the Youth Criminal Justice Act, the collected information can only be disclosed to the individual and not to the agency.**

- Youth: Extra-Judicial Sanctions/Alternative Measures
  Pre-Charge – Disclosed if in the public interest. The Calgary Police Service will make the determination on a case-by-case basis.
  Post Charge – Disclosed for a 1 year period from date of completion

- Adult Criminal Record (for which a pardon has not been granted)

- Record of any
  Absolute Discharge (disclosed for a period of 1 year)
  Conditional Discharge (disclosed for a period of 3 years)
  Stay of Proceedings (disclosed for a period of 1 year)

- Adult Alternative Measures (Disclosed for a period of 1 year from the date of completion)

- Pending charges, outstanding warrants and ongoing investigations

- Probation order, prohibition orders, peace bonds, recognizance orders, and any other judicial orders which are in effect

- Record of not criminally responsible by reason of mental disorder pursuant to section 16(1) of the Criminal Code (will be disclosed only if it is determined to be in the public interest. CPS will make the determination on a case-by-case basis).

- Relevant occurrence reports – this may include any relevant occurrence which is not included in the above records or orders and which is determined by the CPS to be relevant to the position being applied for. A relevant occurrence may not have resulted in charges being laid, but will be reported if there is potential risk to public safety.

- Vulnerable Sector Record Search (pardoned sex offender) – a search will be conducted for all individuals in a position of trust that will be working or volunteering with vulnerable people. (Note: Vulnerable people are individuals who are at greater risk of being harmed than the general population, because of age, disability, handicap or circumstances, whether temporary or permanent).

NOTE: Police Information Checks can only provide information found at the time of the check, based on information provided by the applicant. The Calgary Police Service does not guarantee completeness of the above listed disclosures, and is limited to information available on search databases. The search does not include information found in any other jurisdiction’s local police information systems; nor does it include court information from any other provinces, except convictions registered on the National Repository for Canada, and information entered onto the Canadian Police Information Centre system. **THIS CHECK IS BASED ON CANADA-WIDE INFORMATION ONLY.**

WHERE APPLICATION IS BEING MADE THROUGH AN AGENCY:

In the event no information about me is found, I consent that the Calgary Police Service disclose that fact to the Agency. If information is identified, I consent that the Calgary Police Service disclose that fact, but not the specific information, to the Agency.

I understand that any interactions I have had with police may be disclosed, including mental health occurrences, if they are deemed to be relevant.

I understand that upon release of the above information, the Calgary Police Service waives any responsibility for the use, application or dissemination of such information by me or by the agency.

I agree to waive and forever discharge the Chief of Police and the Calgary Police Service (CPS) from all manner of actions, causes of action, proceedings, claims, losses, damages, demands and expenses of whatsoever kind which may be brought or made against the CPS or which the Chief or the CPS may suffer, sustain or pay as a result of, or connected to, the search, collection and release of this information.

PLEASE SIGN IN FRONT OF: POLICE INFORMATION CHECK UNIT STAFF / OR AGENCY CONTACT PERSON.
I understand that any specific disclosure information will only be released to me.

Applicant Signature ___________________________ Date ___________________________

Personal information on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act and the Police Act. Questions or concerns should be directed to: CALGARY POLICE SERVICE POLICE INFORMATION CHECK UNIT at 403-428-2052.
Declaration of Volunteer Driver

I acknowledge that if according to my most current driver’s abstract I have six demerit points or more I cannot become a volunteer driver. A copy of my insurance and passenger endorsement rider must be attached in order to receive approval.

I understand that in case of an insurance claim (i.e., third party damage &/or personal injury) my personal automobile liability insurance applies before the Calgary Catholic School District’s insurance as described below.

Additional automobile liability insurance protection is provided under the Calgary Catholic School District's comprehensive general liability insurance policy for authorized volunteer drivers transporting students in privately-owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner’s liability insurance policy.

Damage to any vehicle, including the owner’s, is the responsibility of the volunteer driver.

I Declare:

• That I have a minimum of five years driving experience.
• That to the best of my knowledge the vehicle used to transport students is in good operating condition.
• That I have informed my own insurance company that I am a volunteer driver at school. I have also inquired if a passenger endorsement is necessary.

By submitting this application to become a volunteer driver for the Calgary Roman Catholic Separate School District #1 I agree:

A) To abide by the requirements of all applicable laws at all times while I am engaged in volunteer driving.
B) To possess the proper class of license for the type and seating capacity of the vehicle that I will be operating.
C) To provide to the school principal a written report of all accidents (whether or not occurring while I am volunteer driving) which will increase the number of demerit points against my license. I also agree to report to the school principal any suspensions of my license or change in my insurance status which may occur after the date of this declaration. I will not continue to volunteer if, during the course of the year, I accumulate more than 6 demerit points.
D) To limit the number of passengers to the number of seat belts which are usable and to comply with the directions of teachers or agents of the Calgary Catholic School District.
E) To undertake to maintain at all times insurance in an amount of not less than $1,000,000 in respect of liability or injury or death of any students who are passengers in my vehicle while I am volunteer driving, and I have advised my own insurance company before undertaking to transport students.

I hereby declare that I have read and understand the information contained on this form.

Volunteer Driver's Signature  Vehicle Owner's Signature  Date

Authorization to Release Driver's Abstract

I, the undersigned, authorize release of my Driver's Abstract to the Calgary Roman Catholic Separate School District #1 and/or its Insurance Agents.

Volunteer Driver's Signature  Date

OFFICE USE ONLY

I accept the above-named individual as an authorized volunteer driver for the _________ school year.

Signature of Principal: ___________________________  Date: ___________________________
Driving Within The Law
The following information has been taken from the Operator's License Information booklet published by Alberta Municipal Affairs, Registries – January 1995

Court-Related Suspensions

Persons convicted of violations under the Criminal Code of Canada, the Motor Vehicle Accident Claims Act, the Motor Vehicle Administration Act or the Highway Traffic Act, involving the operation or control of a motor vehicle may be suspended from driving in accordance with limits stated in the Motor Vehicle Administration Act.

It is unlawful to be in possession of an operator's license while it is suspended. You must surrender your operator's license to a Registry Agent. It is a serious offence to drive while under suspension.

Department/Ministerial Suspensions

Department/Ministerial Suspensions may be imposed for reasons such as poor driving record, failure to pay a judgement, or on medical grounds.

Demerit Point System

Demerit points are recorded against an operator's licence. An accumulation of 15 or more points within a two year period results in an automatic suspension.

When a total of 8 or more (but less than 15) demerit points have accumulated - you are mailed a notice of point standing.

When 15 or more demerit points have accumulated - the license is suspended for 1 month.

When the suspension is the second demerit suspension within 1 year - the license is suspended for 3 months.

When the suspension is the third or more demerit point suspension within 2 years - the license is suspended in each instance for 6 months.

There is no remedy or appeal against a demerit point suspension, unless it can be proven that demerit points were assigned in error. A request to review a driving record on these grounds must be forwarded to Alberta Registries by registered mail.

When a demerit point suspension has expired, the license is reinstated with 7 points. These points remain upon the record until a period of 2 years from the assessed date has passed.

When 2 years have elapsed from the date of a conviction - the number of points assessed for that conviction are removed from the points record until a period of 2 years from the assessed date has passed.

When 2 years have elapsed from the date of a conviction - the number of points assessed for that conviction are removed from the points record.

If a defensive driving course has successfully been completed prior to accumulating 15 or more points, a maximum of 3 demerit points may be removed from a driving record once every 2 years. These “merit” points remain on record for a period of 2 years before dropping off.

Demerit Point Schedule

<table>
<thead>
<tr>
<th>Offense</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failing to remain at the scene of an accident</td>
<td>7</td>
</tr>
<tr>
<td>Speeding - exceeding limit by more than 50 km/h</td>
<td>6</td>
</tr>
<tr>
<td>Speeding - unreasonable rate</td>
<td>4</td>
</tr>
<tr>
<td>Speeding - exceeding limit by more than 30 km/h but not more than 50 km/h</td>
<td>4</td>
</tr>
<tr>
<td>Speeding - exceeding limit by more than 15 km/h but not more than 30 km/h</td>
<td>3</td>
</tr>
<tr>
<td>Speeding - exceeding limit by up to 15 km/h</td>
<td>2</td>
</tr>
<tr>
<td>Careless Driving</td>
<td>6</td>
</tr>
<tr>
<td>Racing</td>
<td>6</td>
</tr>
<tr>
<td>Failing to stop at a railroad crossing - school bus, or vehicle carrying explosives, gas or flammable liquids</td>
<td>5</td>
</tr>
<tr>
<td>Failing to stop for a peace officer</td>
<td>5</td>
</tr>
<tr>
<td>Following too closely</td>
<td>4</td>
</tr>
<tr>
<td>Improper turns</td>
<td>2</td>
</tr>
<tr>
<td>Improper backing</td>
<td>2</td>
</tr>
<tr>
<td>Failing to stop for a school bus</td>
<td>4</td>
</tr>
<tr>
<td>Failing to report an accident</td>
<td>3</td>
</tr>
<tr>
<td>Improper passing</td>
<td>3</td>
</tr>
<tr>
<td>Driving on the wrong side of the road</td>
<td>3</td>
</tr>
<tr>
<td>Driving on the wrong way of a one-way highway</td>
<td>3</td>
</tr>
<tr>
<td>Impeding passing vehicle</td>
<td>3</td>
</tr>
<tr>
<td>Failing to yield right-of-way to vehicle or pedestrian</td>
<td>3</td>
</tr>
<tr>
<td>Failing to stop as directed by traffic control devices or as otherwise required</td>
<td>3</td>
</tr>
<tr>
<td>Stunting</td>
<td>3</td>
</tr>
<tr>
<td>Failing to obey instructions of traffic control device</td>
<td>2</td>
</tr>
<tr>
<td>Traffic lane violation</td>
<td>2</td>
</tr>
<tr>
<td>Failing to signal</td>
<td>2</td>
</tr>
</tbody>
</table>
Volunteer Health and Safety Information Sheet

Health and Safety on our premises is of the utmost concern. We consider Occupational Health & Safety legislation to be the minimum requirement.

**Responsibilities:**
The volunteer must ensure that they have received the appropriate training in Health & Safety to ensure that they are competent to perform all required work in a safe manner.

The volunteer must immediately report ALL accidents, incidents, and near misses to a district representative.

**Rights:**
Volunteers have the right to know about hazards/conditions which could cause immediate serious injury to any person.

Volunteers have the right to refuse unsafe work if the worker believes that it will cause an imminent danger to the health or safety of themselves or another worker.

**Emergency Response:**
Each work site has its own emergency response plan. Be sure to go over this with a school district representative and become familiar with it prior to commencement of work.

**Rules:**
While on site the following rules apply:
- Sign in/out at main office
- Wear a visible Visitor ID tag at all times.
- Walk, do not run
- No smoking on school district property
VOLUNTEER Guidelines and Expectations  March 2015

VOLUNTEER ACKNOWLEDGMENT SHEET

I have read and received a copy of the “Volunteer Health and Safety Information Sheet” and agree, to comply with the requirements of this document and all requirements of the Occupational Health & Safety Act and Regulations for Calgary Catholic School District Volunteer Projects. I will also take all necessary precautions to ensure the health and safety of our employees, suppliers and sub-volunteers while on the project and ensure that they are provided with and are aware of the preceding requirements.

(Project/Site Name)

Volunteer Name (Please Print)  Volunteer (Signature)

Signed in the City of ______________________ on ______________________ 20___
(Date)

Witness Name (Please Print)  (Signature)

(Date)
The Calgary Roman Catholic Separate School District No.1 (the District) provides Internet access to all of the District’s schools and office locations using the District’s Wide Area Network. The purpose of the Internet access is to facilitate communications in support of research and education by providing access to a variety of electronic resources and opportunities for collaborative work.

The Calgary Catholic School District reserves the right to access, audit and monitor use of all supplied Information Technology (IT) resources for non-compliance to this policy, without prior notice to the user. There is no expectation of privacy on behalf of the user with regard to information technology resources.

To remain eligible as a user, the use of one’s account must be in support of, and consistent with, the District’s policies, regulations, mission statement and pillars.

The transmission of, or obtaining access to, any material in violation of any International or Canadian law, whether Federal, Provincial, Municipal, or of other statutes, is prohibited. In addition, the transmission of, or obtaining access to any material in violation of the laws of any other state, or in violation of the rules or laws of any International agency or organization, is prohibited. The violation of Canadian law will be deemed to occur in relation to transmission of, or obtaining access to, any material in breach of copyright, in relation to threatening or obscene material, in relation to illegal material or material protected by trade secret, or in relation to commercial use of the system provided by the District or use of the system provided by the District for product advertisement or political lobbying. The uses mentioned in this paragraph are not an exclusive list but are examples of unacceptable use that will result in the penalties outlined in this agreement.

The appropriate use of the Internet is a responsibility of all users. Any unacceptable use, including the violation of the terms of this agreement, and any additional rules the District may put in place from time to time regarding the use of the District’s system, will result in cancellation of the privilege of use of the District’s system for access to the Internet. The District may deny, revoke, suspend or close any user account at any time based upon a determination of unacceptable use by an account holder or authorized user. The determination as to whether an unacceptable use has occurred will be a decision solely within the discretion of the Chief Superintendent or his designate.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- Being polite in all of your communications to others.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal or international law.
- Maintaining the confidentiality of your personal address and phone numbers and those of students and colleagues.
- Using the network without disrupting the use of the network by others.
- Assuming that all communications and information accessible via the Internet are the private property of those who put it on the Internet.
**Warranties**

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes, without limiting what follows, loss of data resulting from delays, non-deliveries, mis-deliveries, server failure, or service interruptions caused by the District’s negligence or by the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. **All users need to consider the source of any information they obtain and consider how valid and reliable that information may be.**

**Network Security**

Security on any computer network is a high priority especially when the network involves many users. **A user must never allow others to use his/her password.** Users should also protect their passwords to ensure network security, their own privileges and the ability to continue to use the network. If a user feels they can identify a security problem on the Network they must notify a system administrator. One should not demonstrate the problem to other users. Attempts to log on to the network as a network administrator will result in cancellation of user privileges. All users shall be responsible for all Internet activity. Any user identified as a security risk for having a history of problems with other computer networks will be denied access to the Internet by the District.

**Vandalism and Harassment**

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the Internet or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is also defined as the persistent annoyance of another user or the interference of another user’s work.

**Unacceptable Material**

Users may encounter material the access to which, or use of which, is unacceptable such as hate literature, pornography, and information related to immoral or illegal activities. It is the user’s responsibility not to initiate access to such material and to cease access to such material immediately upon discovery that access has been inadvertently gained to such material and to report the inadvertent access, in writing, to their supervisor. The District shall not be liable for any decision by any service provider, or by the District itself, to restrict access to, or to regulate access to, material on the Internet. It is also understood by the undersigned that the District does not control material on the Internet and the District is therefore, unable to control the content of data that a user may discover or encounter through the use of the Internet.

**Penalties for Improper Use**

Any user violating these rules, applicable Provincial, Federal, Municipal or International laws or posted classroom, school and District rules is subject to loss of Internet privileges.

**Required Signatures**

**User**

I have read, understand and will abide by the provisions and conditions of this agreement.

User Name (please print):

Signature: __________________________ Date: __________________________

**School Administrator**

I have explained the purpose of this Acceptable Use Policy to the volunteer named below. In addition, he/she has been informed about his/her responsibility in properly using the Internet for educational purposes and what penalties will result in his/her inappropriate use of the Internet.

Administrator Name (please print):

Signature: __________________________ Date: __________________________

VAUP Form 09/09