



**IMPORTANT NOTICE TO CALGARY GIRLS' SCHOOL
PARENTS:**

**NEW PROCEDURES FOR VOLUNTEERING FOR AND/OR
DRIVING STUDENTS ON SCHOOL ACTIVITIES**

The teaching staff and administration of CGS recognize the immense value of the many volunteers who support field experiences and extensions of learning as well as those who assist teachers in their classrooms or with special events.

In keeping with the established practices within schools and community organizations, the CGS Board has ratified policy and procedures to optimize student safety during activities in which volunteers may be working with children.

Effective March 1st, 2010, the Principal must approve anyone volunteering at CGS in a capacity that will bring them in contact with students. The approval process consists of the following steps:

1. Complete the Volunteer Registration Form (available as part of CGS on-line registration). Completion and compliance with the volunteer registration form will need to be repeated each year upon registration.
2. For all **new registrants** and all girls **entering grade 7**, parents who wish to volunteer **must attend** the CGS office and complete a Police Information Check form. This form must be completed in person and witnessed by Mrs. Heather, Ms. Lockhart (Lakeview campus) or Mrs. Friedley (Bel Aire campus).
3. The school will submit Police Information Check forms to the Calgary Police Service at **no cost** to the applicant; the results will be returned directly to the school by the Police Information Check Unit.
4. Complete the Volunteer Driver Application Insurance/Risk Management form (available on the CGS website) if you anticipate the possibility of driving students other than your own daughter(s) to any off-site school activities (forms are only valid for the current school year).
5. Upon receipt of the required forms and police information check documents, the Principal will determine the eligibility of each volunteer and you will be notified in due course. Volunteers are required to sign in at the school office and will be issued an identification tag that must be worn while volunteering within the school. The id tag does not have to be worn during off campus trips.
6. Those who are approved as volunteers in the current school year will remain on the active volunteer roster until the end of that school year.

Following this initial implementation, volunteers will require approval and police information checks upon **acceptance of their daughter(s) entering grade 4** and upon **registering their daughter(s) into grade 7**. All parent(s)/guardian(s) of new girl's entering CGS in grade 5 to 9 who wish to volunteer, will be required to complete a police information check form during registration of their daughter(s).

It is also recommended that volunteers attend a "**volunteer orientation**" session to be offered at the beginning of each school year.

Thank you.