



**all in for youth**  
United for school completion.



# ALL IN FOR YOUTH

Program Handbook



# Land Acknowledgment

Trellis's commitment to reconciliation starts with acknowledging our honour and privilege to live and work within the Treaty 7 territory. We acknowledge the traditional and ancestral territory and oral practices of the Blackfoot Confederacy, which includes the Siksika Nation, and the North and South Piikani Nations and the Kainai Nation. We also acknowledge the other members of Treaty 7 First Nations, the Tsuut'ina and ȩyāñhé Nakoda (Stoney Nakoda) which include Chiniki, Bearspaw and Wesley First Nations. In addition, the City of Calgary is home to the Métis Nation of Alberta (Region 3). Finally, we acknowledge all nations, genders and spirits who live, work and play in Moh'kinstsis, the Blackfoot name for Calgary, and Treaty 7 Region of Southern Alberta who help us steward this land, honor and celebrate this territory.





# All In For Youth

AIFY

## Program Overview

All In For Youth (AIFY) supports youth to stay engaged in their education and be successful in school. The AIFY Jr. High Navigator provides youth the opportunity to create meaningful relationships with a diverse group of supportive adults.


AIFY supports youth by providing one-on-one social emotional support, coaching to build skills in self-regulation, ensuring access to basic needs, and connections to physical and emotional supports. AIFY also engages with families and natural supports to support the youth's success.

### LOCATION & CONTACT INFORMATION:

Ian Bazalgette School, 3909 26 Ave SE

Your Jr. High Navigator is: \_\_\_\_\_

Find us online at: [www.growwithtrellis.ca](http://www.growwithtrellis.ca)



To get in touch with the program manager or director about any concerns or feedback, please phone:

**403-219-3477**

# About AIFY



The All In For Youth (AIFY) initiative was created in 2012 to address low high school completion rates by introducing Success Coaches into schools. In partnership with the United Way, the Calgary Board of Education and the Calgary Catholic School District and Trellis Success Coaches collaborate with school administrative and support teams to identify youth experiencing challenges which may prevent them from completing high school, returning to school, and/or successfully transitioning

out of high school. Trellis Success Coaches currently operate in ten high schools across Calgary, seeking to remove barriers for youth to increase high school completion rates.

Youth who do not complete high school are at greater risk for challenges and barriers, including financial challenges, civic disengagement, poor health outcomes and justice involvement. The roots of school success begin earlier than high school.

In 2021, the AIFY Junior High Navigator role was created to offer support earlier. This role engages students in grades 6-9 who are having challenges with school engagement and/or barriers to success in both one-on-one and group settings. Students are supported to build their social-emotional skills, social connections, ability and confidence to engage with school, and a sense of positive identity. These resources and skills support their mental health, reduce isolation, and improve their optimism now and through their transition to high school. The AIFY Navigator also engages families and natural supports to grow their resources to support school engagement and youth.

# Meet Our Team

## Junior High Navigator

The Junior High Navigator is located directly within the school to help youth grow their capacity to navigate stresses and challenges. The Navigator works in the school full-time during school hours and can work with youth out in the community or on evenings and weekends when planned in advance and when there is Guardian consent to do so. All In For Youth operates year-round, which means that your Navigator can connect with you over school breaks to help you work toward your goals.

## Manager

Oversees the overall operations of the program and all associated staff.

## Director

Provides direction and oversight to the program in alignment with other Trellis programs and priorities

# Navigator Support

Your Success Coach will work with you to identify your strengths and any challenges you may be experiencing.

Together, we'll create an action plan to navigate these barriers. We work collaboratively with you, your natural supports, school staff, and community agencies to ensure that you have access to the support you need to thrive. Your Success Coach is here for you along the way to encourage and connect you with other resources.

Navigators can offer support in several different areas, including:

- Emotional support
- Self Regulation
- Transportation
- Accessing a doctor
- Recreational activities
- Referral to mental health and/or addiction supports
- Basic needs (food, hygiene, shelter)
- Free or low-cost clothing
- Life skills
- Tutoring
- Cultural resources
- LGBTQ2S+ resources
- And more!

## Participation

Anyone can refer youth to a Navigator for support. This could be a teacher, friend, administration or family members. All that we require is that the youth is registered at Ian Bazalegette and wants to meet with the Success Coach. Our program is completely voluntary!

# Your Responsibilities

Youth are asked to be committed to working with the Navigator. Your coach will work with you at whatever speed you want, and will help you set goals and make progress. You'll choose goals that YOU want to pursue, and work together with the Navigator to tackle any barriers that come up.

When working with the Navigator, we ask that you do not engage in substance or alcohol use. If we think there's a risk of harm to yourself or others, we may be required to contact your parent/guardian.

## Action Plan

We use a tool called the Youth Acuity Scale to identify goals that YOU want to pursue. This tool is used to help create an action plan with your Success Coach so you can navigate barriers and achieve the intermediate goals that are often the building blocks of success in school and life. As you meet with your Success Coach throughout the semester, you'll collaborate on making this plan together.



# Transition & Feedback

## Transition

Transition from the program happens at different points for everyone. This could happen when moving to a new school or community, when moving to a new community support or resource, or when transitioning to high school. Because All In For Youth is a voluntary program, youth and their families can choose to withdraw at any time by notifying the Navigator.



## Feedback

### **We want to hear from you!**

For us to do a good job, we learn from your feedback. You are the expert and know better than any of us what you need. We are always working to learn more about what we do well and where we can improve, through tools like surveys as well as ongoing conversations with you.

We also regularly report back to the community and to United Way of Calgary and Area, who funds the program, about what kinds of activities we're doing, what's changing through your involvement in the program, and your direct feedback about your experience.

If you want to know more about this, please let us know!



# Abuse, Harassment and Bullying

Trellis is committed to ensuring that everyone is able to achieve success in an environment that is free from abuse, harassment and/or bullying.

Under no circumstances will any forms of abuse, harassment and/or bullying be tolerated (from, to and/or between persons served and staff alike). Such behaviours may result in disciplinary actions or criminal charges.

Due to the nature and concern of abusive, harassing and bullying behaviour, Trellis will ensure that information regarding support/advocacy, investigation and resolution is made available to all personnel employed by Trellis and/or individuals receiving services.

The following are protocols for reporting such circumstances:

## 1

### Abuse

Abuse is considered to have occurred if one person experiences the following at the hands of another person:

- Physical actions that are intended to inflict violence or pain
- Emotional or psychological coercion used to manipulate
- Inappropriate and unwelcome sexual contact
- Failure to meet physical and/or emotional needs (also known as neglect)
- Bullying, inappropriate administration of medication
- Exploitation

# Abuse, Harassment and Bullying

## 2

### Harassment

As defined by the Alberta Human Rights Commission, harassment occurs when someone is subjected to unwelcome verbal or physical conduct because of:

- Race
- Religious beliefs
- Colour
- Place of origin
- Gender
- Physical or mental disability
- Age
- Ancestry
- Place of origin
- Marital status
- Source of income
- Family status
- Sexual orientation

Alberta Human Rights Law prohibits worksite harassment based on these grounds.

## 2

### Bullying

Bullying is “seen as acts or verbal comments that could ‘mentally’ hurt or isolate a person. Sometimes, bullying can involve negative physical contact as well.

Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a person or group of people. It has also been described as the assertion of power through aggression.”

To formalize an abuse, harassment or bullying complaint, follow the grievance procedure.

# Universal Precautions & Illness Prevention

We follow the guidelines of Universal Precautions in all interactions in our program. For the health and safety of all, please do not attend a meeting, visit, program, etc. if you are feeling unwell and/or have symptoms of any illness that could put the health of others at risk.

Some indicators that you should stay home may include but are not limited to:

- Fever over 99.5F (37.5C)
- Head Lice
- Nausea, vomiting or diarrhea
- Yellow skin or eyes
- Eye infections e.g. conjunctivitis
- Cough
- Runny nose
- New or unexplained rash with fever
- Rapid or difficulty breathing
- Sore throat
- Present ear infection
- Muscle or joint aches
- Chicken pox, measles, etc.



# Your Rights

These will be reviewed with you every 3 months.



## Right to Voluntary Involvement

You have a choice whether you want to work with us or not. We encourage you to talk to staff and your supports before you decide. We can support you with accessing a different program if needed.



## Right to Advocacy

You have an important voice and we will support you in advocating for yourself. We will also be there to advocate for you and can connect you to other advocates if that is something you would find helpful.



## Right to Conflict Resolution & Grievance Procedure

You have the right to be supported through times where you may not agree with your worker or the program. The full procedure is outlined later in this handbook.



## Right to be Supported in Diversity, Safety, and Wellbeing

You will be respected and supported for who you are, what you believe in and how you practice your culture.



## Right to Access Options to Connect or Reconnect with any Natural Supports

Who are the people who are important to you? We can help you stay connected with them.



## Right to Indigenous/Cultural/Spiritual/2SLGBTQIAP+ Resources

You will be encouraged and supported to access communities that are important to you.



## Dignity and Respect

You will be treated with dignity and respected at all times by everyone.



## Right to Confidentiality

You tell us who we can share your information with and who we can ask your information from. The only times we would share your information without your permission is for a medical emergency, a concern for you or someone's safety, or a legal subpoena.



## Right to Future Planning

You have the right to be actively involved in planning for your future. This means you set goals that you want to work towards and make decisions that are important to you.



## Consent to Participate in Program Activities

You have the option of joining the program on recreational activities, realizing that there are risks with depending on the activity

# Grievance Procedure

The result should be that everyone understands the issue, how it was fixed, and how to prevent the issue from happening again. Every step of this process will be documented in your file.



## Step 1

Talk to **STAFF** directly about what is bothering you. You can ask a support person to be with you if you feel uncomfortable doing this on your own.

Not Happy?



## Step 2

You may ask the **PROGRAM MANAGER** (your staff's boss) who will connect with you within 7 business days after getting your contact information, to be involved.

Still not Happy?



## Step 3

You may ask the **PROGRAM DIRECTOR** (your **MANAGER'S** boss) who will connect with you within 7 business days after getting your contact information, to be involved.

Still not Happy?



## Step 4

You may ask the **COO** and/or **CEO** (the **Director's** boss), who will connect with you within 7 business days after getting your contact information, to be involved. The final outcome of this meeting will be shared in writing to everyone involved within 7 days. This will be the end of the Grievance Procedure and the decisions agreed on are final.

Office of the  
Child & Youth Advocate:  
Suite 2420, 801 6 Avenue SW  
Calgary AB T2P 3W3  
Toll-free 1-800-661-3446  
403-297-8435

Office of the Ombudsman:  
Suite 2560, 801 – 6 Avenue SW  
Calgary, AB T2P 3W2  
Toll-free 1-888-455-2756  
403-297-6185  
info@ombudsman.ab.ca

# Who You Can Call for Support

## For after-hours assistance or support:

Distress Centre24/7 Crisis Line	<b>403-266-4357</b>
Non-Emergency Calgary Police Service	<b>403-266-1234</b>
Emergency Services	<b>911</b>
Southern Alberta Child Intervention Services	<b>403-297-2995</b>

## Other Important Numbers:

The Alex Youth Centre	<b>403-520-6270</b>
ConnecTeen	<b>403-264-8336</b>
HealthLink	<b>811</b>
Calgary Transit	<b>403-974-4000</b>
Office of the Child and Youth Advocate	<b>1-800-661-3446</b>
Child Abuse Hotline	<b>1-800-387-KIDS(5437)</b>
Calgary Child Advocacy Centre	<b>403-428-5300</b>
Kids Help Phone	<b>1-800-668-6868 (or text CONNECT to 686868)</b>
Centre for Sexuality	<b>403-283-5580</b>
Calgary Communities Against Sexual Abuse	<b>1-866-403-8000</b>
Poison and Drug Information Service	<b>1-800-332-1414</b>



# OUR VISION

A community where everyone can flourish

# OUR PURPOSE

We support growth across generations

# OUR VALUES

## Courage

We willingly embrace growth and don't see it as optional.

## Empathy

We relentlessly care about the growth of others, and won't let anyone go unsupported.

## Learning

We choose to grow through uncertainty, even when status quo feels easier.

## Impact

We go beyond what seems doable and prove that growth is possible.

