

Gallatin Gateway School

Volunteer Handbook



We appreciate you and are very excited to receive your gift of time for the benefit of Gallatin Gateway School's students and staff!

Welcome and Thank You to All Volunteers!

Your service as a volunteer has a significant impact on Gallatin Gateway School. Your participation helps us fulfill our mission and vision, as well as complete goals of our strategic plan. As a volunteer, you provide mentoring and enrichment opportunities to enhance the educational experience for our students. As you support school programs and curriculum, you are supporting teachers and staff. Volunteers model attitudes and behaviors critical for success for our students, including involved citizenship. Our volunteer program is an important link in building a vibrant school community.

The Core Purpose of Gallatin Gateway School:

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Core Values of the Gallatin Gateway School:

- **Individualized Success** – We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student’s individual success.
- **Student-Centered** – The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.
- **Sense of Community** – We believe that engagement with and respect for our community is vital to our success.
- **Accountability** – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- **Culture of Collaboration and Support** – We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

OBJECTIVES

1. To provide opportunities for interested stakeholders of the community to participate and assist in the educational activities of the students and in the day-to-day operations of the school.
2. To develop a reliable and varied skilled network of human resources to support the school.
3. To provide each student the opportunity to reach the maximum of his/her ability.

Guidelines and Procedures for Volunteers

Complete the Volunteer Information Form and Volunteer Disclosure Agreement Form and Return to the Office

Adhere to all District Policies

Volunteers must follow district policies, procedures, rules, and regulations. Gallatin Gateway School’s board policies and the student handbook are available in the library, the office and at www.gallatingatewayschool.com. A copy of the safety manual is also available in the school office.

Follow Safety/Liability Requirements regarding Supervised and Unsupervised Positions

Supervised positions refer to those where the volunteer has contact with students *only* in the presence and supervision of a teacher or GGS staff member. If not directly in a classroom, volunteers may work with students in a highly visible area such as the library or lobby.

Unsupervised positions are those where the volunteer has contact with students while *not* in the presence of a teacher or GGS staff member. Examples would include overnight trips or field trips which divide the students into groups which are supervised by a volunteer rather than under direct supervision of a teacher. District Policy requires all volunteers who will have unsupervised contact with students to pass a background check. Any cost associated with a background check will be provided by the district. Background checks are arranged with the County Superintendent at 582-3090 or by stopping by the office at 311 W Main St # 107, Bozeman, MT 59715

Observe Confidentiality

Volunteers must follow confidentiality laws and procedures. The performance or actions of students should only be discussed with the student's teacher, counselor, or superintendent. Please consider things heard or seen at school as confidential.

Check-in with the Office and Receive a Name Tag with each Visit to the School

As all visitors, volunteers must sign in and sign out with the office during each visit to the school. For security and liability reasons, and in the case of an emergency, the administration must know who is in the school and why. School volunteers are covered by the district's liability insurance should their actions result in an injury to a student. By means of this handbook, volunteers must have their name, social security number, address, and phone number on file with the District Clerk to insure liability coverage.

Discipline/Class Management/ Teacher Responsibility for Student Contact Activities

The "supervising" teacher or staff member will clearly explain your role and their expectations for your experience. You will also be informed of classroom management procedures you may need to be aware of including restroom policy, discipline, daily schedule, class rewards, emergency protocol, etc. Name tags or a list of student names may be supplied by the teacher. You are encouraged to redirect a student who is not behaving appropriately, but if discipline concerns arise, immediately notify the teacher. Please feel free to ask questions if you need additional information or have concerns as to what should be done in a given situation. The staff is eager to help you build a caring and supportive rapport with their students. To avoid distractions, volunteers are asked not to bring other children to classroom volunteer activities without prior approval.

Field Trips

Volunteers are welcome to attend field trips to aid in supervision and organization. A teacher or designated volunteer will be responsible for safety procedures and any concerns should be reported to them. Volunteers may drive students during field trips only when prearranged and the necessary district forms have been completed and approved for transportation. Additional safety precautions dictate no cell phone use while driving, and parents/guardians may take their students home during or after a field trip only with permission from the supervising teacher or office.

Additional volunteer responsibilities and requirements for overnight excursions including the 5th Grade West Yellowstone trip, the 6th Grade Yellowstone trip, and the 8th Grade Washington, D.C. trip are included in separate disclosure documents distributed during the planning of those activities.

Volunteers are welcome to participate in the breakfast and lunch programs.

*The GGS volunteer program is designed to coordinate and manage all volunteer efforts safely and efficiently. If there are questions concerning this handbook's contents, you are encouraged to discuss them with the superintendent.

VOLUNTEER ROLES AT GGS

Whether you are able to commit to a regular schedule or can offer time occasionally, your service is greatly appreciated. The following are opportunities for volunteering you may enjoy.

Classroom

Student Contact:

- Provide supervised instructional assistance to individuals or small groups
- Monitor individual or group activities
- Assist with special writing projects (Unwaxed Museum, etc.)
- Listen to readers / read to class
- Provide special lessons or demonstrations
- Help with classroom organization, locker and tote organization
- Chaperone field trips
- Assist with Learning Lab before/after school
- Assist with after school program

Teacher/Staff Assistance

- Prepare displays or bulletin boards
- Organize book orders
- Plan/organize field trips, classroom parties
- Prepare materials, sharpen pencils, etc
- Sanitize classrooms as needed for student health

Library

- Shelve books/organize materials
- Supervise book fair

Office

- Prepare materials for web site
- Assist with clerical duties and mailings
- Participate in grant writing

Art Room

- Clean and organize supplies
- Gather special materials for projects

Kitchen/Cafeteria

- Assist with cooking, cleaning, and organizing tables for activities
- Eat lunch with small groups
- Assist with snack cart

General

- Take photographs of classroom activities and special events for yearbook
- Assist with vision and hearing screening
- Help with yard work, weed-pulling, landscaping, etc.
- Assist with fundraisers, food drive
- Provide baked goods for meetings/ events
- Participate in committees assigned by the school board
- Assist with building maintenance, painting, storage organization and inventories

Gallatin Gateway School Volunteer Information Form

Name _____

Email _____ Phone _____

Days and Times Available:

Regular Schedule or Occasional Visits?

Do you have a special interest, skill, or hobby you would be willing to share?

Information about volunteer guidelines and procedures are described in the GGS Volunteer Handbook. Additionally, an orientation session will be conducted to help familiarize volunteers with school-wide and classroom expectations.

Comments/Additional Information:

Please return this form to the school office. The Volunteer Coordinator will contact you concerning placement on the volunteer schedule. Volunteer Coordinator – Lyn Morton (406) 763-4810 (lbsmorton@q.com)

Volunteer Disclosure Agreement

Please complete this form to register as a volunteer with Gallatin Gateway School. Thank you for your gift of time for the benefit of Gallatin Gateway School's students and staff!

The Superintendent may direct that appropriate screening processes be implemented to assure that adult volunteers are suitable and acceptable. In addition, any volunteer assisting children without the direct supervision of a school employee will be asked to provide a background check. Arrangements for a background check can be made with the County Superintendent at 582-3090 or by stopping by 311 W Main St # 107, Bozeman, MT 59715. An unsatisfactory background check makes a volunteer ineligible to serve.

Volunteers, as are all adults assigned to supervise or assist students, shall not use tobacco products in the presence of students, nor shall they consume, or be under the influence of, any alcoholic beverages or use any illicit drug during the duration of their volunteer time or assignment as a chaperone, including during the hours following the end of the day's activities on an overnight trip.

I, _____ (the Volunteer) hereby agree to serve _____ Public Schools (the District) on a volunteer basis as a _____.

Please initial next to each statement:

_____ **The Volunteer understands any volunteer services will not be compensated now or in the future.**

_____ **The Volunteer has been informed and understands that volunteer services rendered do not create an employee-employer relationship between the Volunteer and the District for the position stated above.**

_____ **The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.**

_____ **The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and maybe adjusted at any time.**

_____ **The Volunteer understands that services as a volunteer may be terminated at any time.**

_____ **The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.**

_____ **The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.**

_____ **The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.**

_____ **The Volunteer understands that they are not to use alcohol, tobacco or other drugs around students at any time whether on school property or not.**

_____ **The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy they are to report the behavior to the supervising district employee immediately.**

_____ The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.

_____ The Volunteer is 18 years of age or older.

_____ The Volunteer understands that his authorization only applies to the ____/____ school year.

_____ The Volunteer understands that if the position stated above involves regular unsupervised access to students in schools they shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

I understand that should I have been found to have violated these rules, I will not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for my own transportation back home.

DISTRICT REPRESENTATIVE

DATE

VOLUNTEER SIGNATURE

DATE