

# 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.

## 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

### 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](http://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. 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.

## Complete the Volunteer Disclosure Agreement Form

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
- Supervise activities
- Chaperone field trips

##### Teacher/Staff Assistance:

- Prepare displays or bulletin boards
- Organize book orders
- Plan/organize social events
- Prepare materials, sharpen pencils, etc

#### **Library**

- Shelve books
- Organize materials
- Supervise book fair

#### **Office**

- Prepare materials for web site
- Assist with clerical duties and mailings

#### **Art Room**

- Clean and organize supplies
- Gather special materials for projects

#### **Kitchen/Cafeteria**

- Assist with cooking, cleaning, and organizing tables for activities

#### **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

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

## **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.

### **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.

## 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 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 have read, understand, and agree to comply with the volunteer guidelines and procedures as described in the handbook.**

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<b>Name (Print)</b>	<b>Signature</b>	<b>Date</b>
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**Social Security # XXX-XX-\_\_ \_\_ \_\_ \_\_**                      **Phone #** \_\_\_\_\_

**Email** \_\_\_\_\_

Copies: ~to the Volunteer and to the School File (signed copy)