

GRAND TRUNK
VOLUNTEER
HANDBOOK



Table of Contents

Introduction & Volunteer Code of Conduct

Duties & Expectations

Categories of Volunteers:

- **Occasional Volunteer:**
 - Role & Responsibilities
 - Requirements/Screening Process
- **Classroom/Field Trip Supervisor:**
 - Role & Responsibilities
 - Requirements/Screening Process
- **Volunteer Coaches:**
 - Role & Responsibilities
 - Requirements/Screening Process
- **Volunteer Drivers:**
 - Private Vehicle Drivers
 - Non-AP forms/credentials
 - AP forms/credentials
 - Volunteer Bus Drivers
 - 24 MFV
 - 24+ MFV
-

Administrative Procedures:

- AP 400- Criminal Record & Vulnerable Sector Checks
- AP 490- Volunteers
 - Form 490-01- School Volunteer Registration Form
 - Form 490-02- School Volunteer Confidentiality Agreement
- AP 491- Volunteer Coaches & Supervisors
- AP 565- Transportation of Students in Private Vehicles
 - Form 565-01- Driver Information
 - Form 565-02- Driver Abstract Consent
 - Form 565-03- Parental Consent
- AP 315- Transportation of Ill or Injured Students- Appendix A

Thank you for Volunteering at Grand Trunk High School

Thank you for your interest in volunteering for GYPSD. Our school depends on volunteers, and values their contributions. Your willingness to serve the students and staff at GTHS is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff, and volunteers. All volunteering relationships established through GYPSD must take place with students on the school campus during school hours, or at other authorized school activities only.

Volunteer Code of Conduct

- Volunteers are visitors and must report to the school office on arrival at the school unless other arrangements have been made by the principal.
- Volunteers operate in a position of trust. Personal information and behavior pertaining to students must be kept confidential. Information exchanged between parents, teachers, and students in the school is confidential information. Personal information learned about students and teachers is private information.
- School volunteers should show respect for human dignity; be appreciative of all racial religious, and ethnic groups; be accepting of individual differences and be courteous and fair in dealing with students.
- As a volunteer, you may be consulted by a parent of a student that you are helping. Always direct parent concerns to the classroom teacher. If concerns or problems arise, discuss the matter with your supervising teacher.
- The school relies on your dependable support. Attend at scheduled times and give relevant parties notice of a pending absence or the inability to fulfill a commitment or assignment.
- While volunteering in a school, respect your own child's independence. Children may feel restricted if additional attention is given by volunteering parents.
- Volunteers deserve to be treated with respect by students and teachers. Should any concern develop, refer the matter to your supervising teacher.
- Administering discipline at school is the teacher's or administrator's responsibility, not the responsibility of a volunteer.
- Volunteers are committed to respecting school policies and procedures, performing assigned tasks to the best of their abilities and working cooperatively with staff.
- Volunteers are expected to behave with honesty and integrity, acting with care and diligence while behaving and dressing appropriately.
- Volunteers should work according to their level of competency. As a volunteer, if you are confronted with a situation which you are unable to contend with or is beyond your role and responsibility, refer the matter to your supervising teacher or the school's administration.
- Volunteers are expected to observe safe work practices and report any hazard to their supervising teacher.
- Volunteers should not take any photos, unless directed by a teacher/lead supervisor to do so.

Possible Tasks for Volunteers:

- Classroom/Resource support
- Field trips
- Fundraising
- Music support
- Library support
- Hot lunch programs and canteens
- Safe arrival of students
- Drivers for school trips
- Reading programs
- Coaching
- Guest speakers
- Project work for staff
- Tutors
- Communications
- PAC
- Grad Committee
- Health programs
- Chaperones

Volunteer Expectations of School:

- To be made to feel that the assistance given is worthwhile.
- To be treated with respect by students and staff.
- To be given a suitable assignment commensurate with the volunteer's area of interest and expertise.
- To be given a proper orientation to the school with introductions to key personnel and information regarding parking and facilities.
- To be provided with support if any difficulty arises.

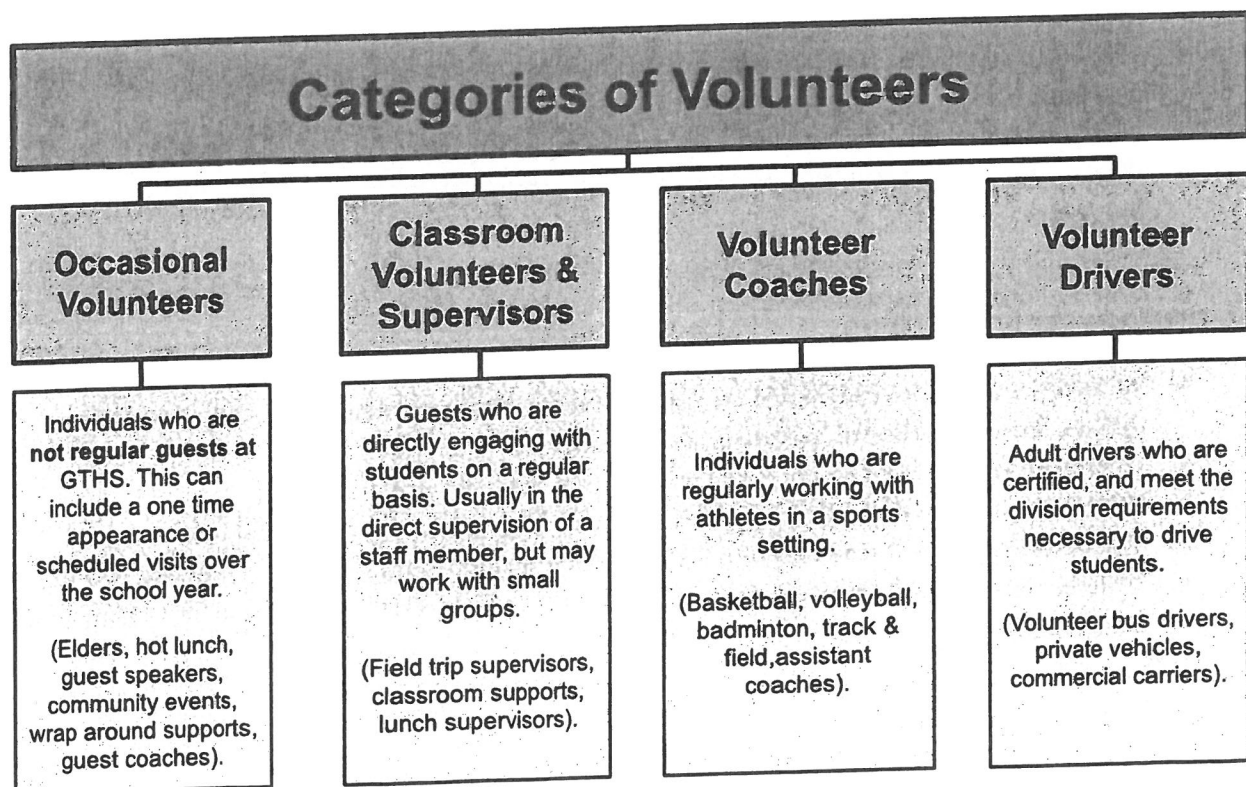
School Expectations of Volunteers:

- To follow the policies and procedures of your volunteer school as outlined in the code of conduct.
- To be reliable and dependable.
- To understand that volunteers are in schools to assist and support teachers and staff, not to replace them.
- To be receptive to orientation and appropriate training and meetings.
- To maintain the highest standard of confidentiality and ethics.
- To work with those staff members that the volunteer has been assigned and for the volunteer to work with only those students that have been referred by the supervising teacher.

The Duties of the Principal & Staff

Under Administrative Procedure AP-490: The principal in consultation with the staff will develop a plan for the utilization of volunteers in the school. Such a plan will identify:

- 1.1.1 Recruitment procedures;
- 1.1.2 Screening procedures;
- 1.1.3 Registration procedures;
- 1.1.4 Orientation procedures;
- 1.1.5 The limits to the assignable tasks;
- 1.1.6 Job assignment;
- 1.1.7 Training procedures;
- 1.1.8 Communication procedures;
- 1.1.9 Confidentiality procedures;
- 1.1.10 Evaluation and feedback procedures; and
- 1.1.11 Volunteer recognition and appreciation.



Categories of Volunteers

Occasional Volunteers:

- All appointments should be scheduled with the teaching staff who will notify the admin team and the parents of the date of the volunteer visit.
- When necessary, administration may request a screening of an occasional volunteer. A current Criminal Record Check and Vulnerable Sector Check **is not required** unless directly requested by the principal.
- When volunteering, report to the main office to sign in and pick up a nametag. Coats may be left in the staff room/closet, but do not leave valuables unattended. If prior arrangements were not made for parking, please check with the office for a designated parking area.
- Occasional volunteers are under the direct supervision of administration and/or teaching staff.
- Classroom volunteers will read and sign the Volunteer Registration form (AP 490-01)
- Classroom volunteers will read and sign the School Information Confidentiality Form (AP 490-02)

Classroom/Field Trip Volunteers:

- All appointments should be scheduled with the teaching staff who will notify the admin team and the parents of the date of the volunteer visit.
- Classroom volunteers are under the direct supervision of the administration and/or teaching staff.
- Help students tackle their work but do not do their work for them. If a student gets off-track, help them re-focus in a tactful manner.
- Classroom volunteers will require a current Criminal Record Check and Vulnerable Sector Check. (AP-400)
- Classroom volunteers will read and sign the Volunteer Registration form (AP 490-01)
- Classroom volunteers will read and sign the School Information Confidentiality Form (AP 490-02)

Volunteer Coaches

- Volunteer coaches are responsible for student athletes during extracurricular activities. These include, but are not limited to: games and practices.
- Volunteer coaches require a criminal records check and child welfare check.
- Volunteer coaches will read and sign the Volunteer Registration form (AP 490-01)
- Volunteer coaches will read and sign the School Information Confidentiality Form (AP 490-02)
- Volunteer coaches will receive information from the staff supervisor assigned to their team or the athletic director.

Volunteer Drivers (Private Vehicles)

- A parent or driver operating their own vehicle to transport students for a school activity.
- Non AP Requirements to submit to GTHS Administration prior to
 - ☐ Driver's Abstract
 - ☐ Driver's License
 - ☐ Pink Card showing valid Insurance- A photocopy of the vehicle registration and/or automobile insurance policy, and a signed statement indicating that you have insurance coverage in effect to the extent required by the division)
 - ☐ Valid Registration
 - ☐ Proof of \$1,000,000 Liability on Insurance Policy (most likely your insurance provider will want you to have 2 Million when transporting other kids
 - ☐ A list of students they are transporting in their vehicle.
- AP Requirements to submit to GTHS Administration
 - ☐ AP 490-01, AP 490-02, AP 565-01, AP 565-02, AP 565-03

Volunteer Drivers (Bus)

- A bus driver driving a bus that can hold **25 or more passengers** must have a class 2 or class 1 license. Drivers driving a Multi-Functioning Vehicle that is **24 passengers or less**, must have, at minimum, a class 4 license. An S-endorsement is needed for both categories of bus drivers.
- All bus operators operating a bus engaged in the transportation of Division students must be approved by Transportation Services.
- The bus operator is responsible for cleaning and refueling the bus prior to returning it to its regular duties.
- Any driver/contractor working for GYPSD will provide the following:
 - ☐ Driver's license of assigned driver
 - ☐ Drivers abstract current within one year
 - ☐ Minimum 14 days of hours of service for specific driver assigned to charter
 - ☐ Commercial Vehicle Inspection Program (CVIP)
 - ☐ Valid Insurance
 - ☐ Workers Compensation Boards (WCB)
 - ☐ Medical within the current calendar year
 - ☐ Criminal Record and Vulnerable Sector Check within the last two years

Athletics Communication Protocol

Regular Communication: (practice schedule, games, updates)

Administration

Athletic Director

Head Coach

Student Athletes

Parents

Appeal Process: (chain of communication for conflicts that may arise).

Student Athletes

Head Coach

Parents

Athletic Director

Administration

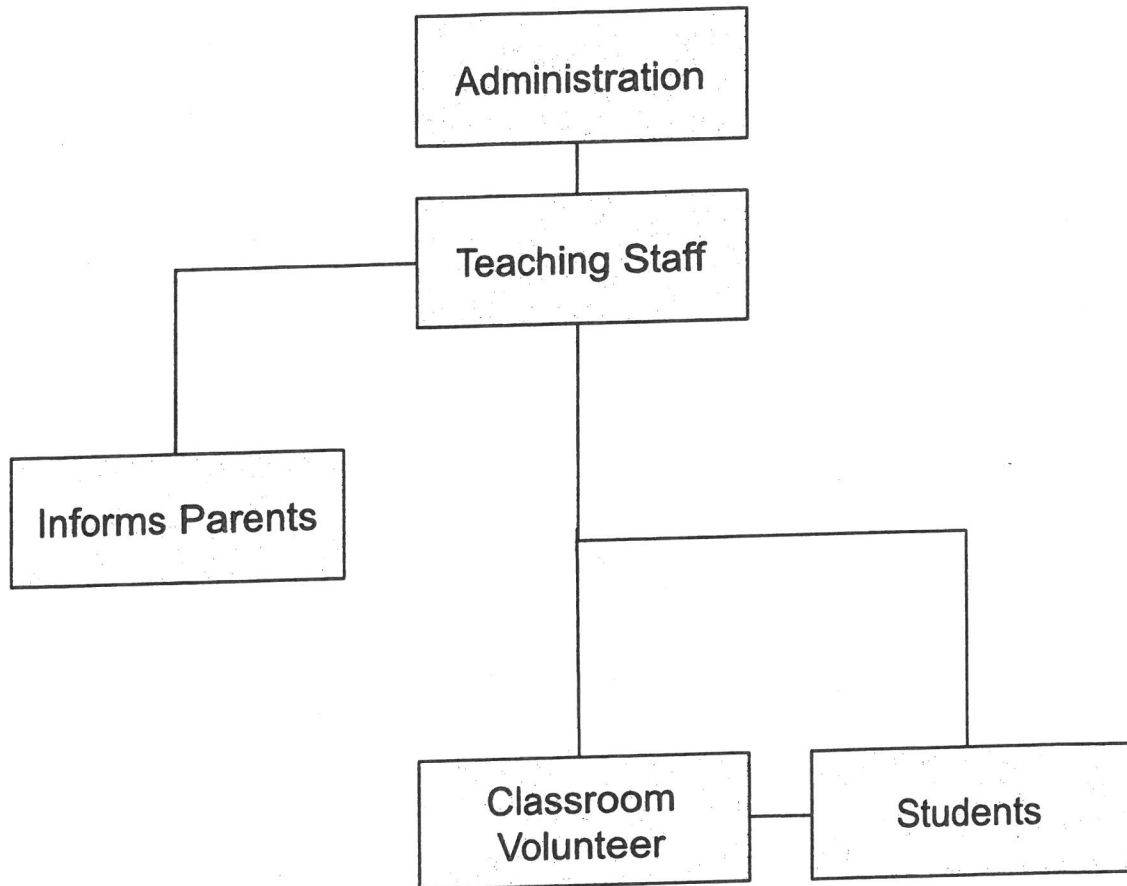
Regular Communication:

- Administration and Athletic director work together to develop the athletic program.
- Athletic director communicates details(schedule/updates) directly to the head coach.
- Head coach communicates the details provided by the athletic director to the athletes and the parents.
- Student athletes should also inform parents of any updates/events.
- Parents can reach out to the head coach to clarify any of these details. Any serious matters or concerns should be brought directly to the athletic director.

Appeal Process:

- When an issue or area of concern arises, the following protocol should be followed.
 1. Student athletes approach head coach to discuss the matter.
 2. Parents can reach out to the coach to further discuss.
 3. A meeting involving administration and/or the athletic director where applicable, may be required.

Classroom Volunteer Communication Protocol



- Administration works with teaching staff to develop volunteer plan/programs.
- Teaching Staff relays specific information regarding volunteer visits to parents.
- Classroom volunteers are under the direct supervision of the classroom teacher and/or administration.
- The teacher is responsible for all discipline regarding students. The classroom volunteer works directly with students to accomplish learning tasks as assigned by the classroom teacher.

SCHOOL VOLUNTEER CONFIDENTIALITY AGREEMENT

I, _____, do hereby commit myself to the observance of the following conditions in my undertaking as a School Volunteer in:

1. I will not divulge any information pertaining to students, staff or parents received in confidence or in the course of duties as a volunteer, except as required by law.
2. I will disclose information about a student, gained while acting as a school volunteer, only to the student's teacher or to the principal.
3. I will disclose information about a staff member, gained while acting as a school volunteer, only to the principal.
4. I will disclose information about the principal, gained while acting as a school volunteer, only to the Superintendent of Schools.
5. I will not criticize the competence or work performance of a staff member except to the proper authorities and then only in confidence.
6. If, during the course of my duties as a volunteer, I gain information that leads me to believe that a child is in need of protective services I shall comply with the requirements of the Child Welfare Act and Board Policy 3480 – Child Neglect and Abuse. I will report the situation to the principal and a child welfare worker employed by Alberta Social Services.

Volunteer's Signature: _____

Date: _____

SCHOOL VOLUNTEER REGISTRATION FORM

School: _____

Name – Mr. /Mrs. /Ms: _____

Address: _____

Day Phone: _____ Evening Phone: _____

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

Identify the type of volunteer activity you would prefer.

Identify any skills or interests you would be willing to share with students

Check the level(s) preferred:

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Gr. 1	<input type="checkbox"/> Gr. 2	<input type="checkbox"/> Gr. 3
<input type="checkbox"/> Gr. 4	<input type="checkbox"/> Gr. 5	<input type="checkbox"/> Gr. 6	<input type="checkbox"/> Jr. High
<input type="checkbox"/> Sr. High	<input type="checkbox"/> Workroom	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Office
<input type="checkbox"/> Library	<input type="checkbox"/> Other:		

Check the days and hours you are available:

Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.