



# Gaston County Schools Volunteer Orientation

2024–2025  
School Year

# Gaston County Schools District Policy Code: 5010 for Volunteers

## Requires

- ▶ Adequate screening & supervision of volunteers based upon the amount of contact they will have with students.
  - ▶ Adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules.
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▶ ***Gaston County Schools welcomes parents and patrons to volunteer and become involved in supporting students, teachers and public education.***



# Make sure you have submitted your volunteer application on line

[www.gastonschoolvolunteers.com](http://www.gastonschoolvolunteers.com)

OR

*Go to the Gaston County Schools Website's Homepage and click on the "Volunteers" Icon – Located on the lower right side of our homepage (third icon from the right right).*



Click “New Volunteer” and you will see the following one page application. Be sure to click “SUBMIT” to complete the application. Make a note of your Login and Password for future access.

**GASTON COUNTY SCHOOLS**

**Volunteer Registration**

First Name \*  Last Name \*

Login (The login name for the next time you use this system)

Password \*  Confirm Password \*

Maiden Name

Middle Name

Address \*

City \*

Home Phone \*

Email \*

State \*  Zip \*

Work/Cell Phone

Date of Birth \*  (mm/dd/yyyy)

Gender \* <Please Select>

Email Opt-in \* Yes  (May GCS contact you?)

Last 4 SSN Digits \*

Gaston Employee? \* No  (Are you currently employed by Gaston County Schools?)  
Please specify the schools where you are planning to volunteer. If you would like assistance with choosing a school, please contact Valerie Yalco using vyalco@gaston.k12.nc.us or 704-966-6329.

School 1 \* <Please Select>

School 2 \* None

School 3 \* None

School 4 \* None

Children's Names

Special skills, languages, or hobbies

Which kind of service do you wish to give to the school? You may check more than one.

<input type="checkbox"/> Mentor (Additional Training Required)	<input type="checkbox"/> Tutor
<input type="checkbox"/> Chaperone Day Field Trip	<input type="checkbox"/> Chaperone Overnight Field Trip
<input type="checkbox"/> Reading Soul Mates-Second Grade	<input type="checkbox"/> Junior Achievement Volunteer
<input type="checkbox"/> Girls On The Run - grades 3-6	<input type="checkbox"/> Clerical Support - Office, Media Center, Library
<input type="checkbox"/> Classroom Volunteer	<input type="checkbox"/> Officer for PTO, Booster Club or Parent Club
<input type="checkbox"/> Special Projects	<input type="checkbox"/> Unsure at this time
<input type="checkbox"/> Read to Students	<input type="checkbox"/> Other
<input type="checkbox"/> Work With Small Group	

Code of Conduct: As a Gaston County Schools Volunteer, I agree to abide by the following code of volunteer conduct:  
1. Upon arrival, I will sign in at the main office and agree to be punctual and reliable.  
2. I will wear specified volunteer identification badge while on school grounds.  
3. I will maintain confidentiality outside of school and will share with teachers.  
Please enter your initials below to acknowledge that you have read all ten points in the code of conduct as listed above.

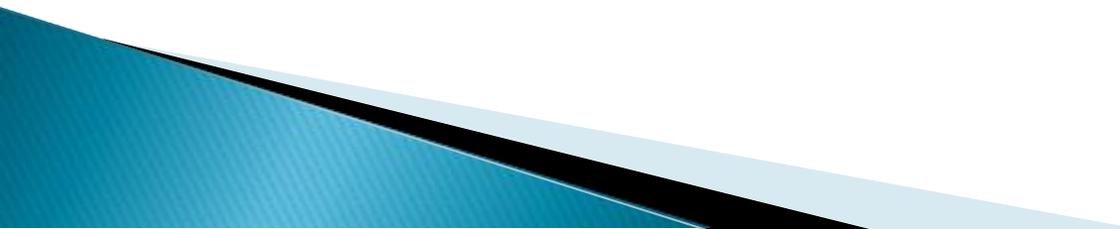
Initials:

I hereby certify that each and every statement made on this form is true and complete and understand that any misstatement or omission of information may disqualify me from consideration as a Volunteer or Mentor. By signing below I authorize Gaston County Schools and its authorized agents to conduct a criminal background check and I have the right to review the content.

**Click This Button to Submit! -->**

Please note:

The following five slides cover  
the 10 Item  
“Code of Conduct” for Volunteers



# Volunteer Code of Conduct

## *Items 1-10*

- ▶ #1. Upon arrival, I will sign in at the main office using the designated computer check in system. Use license or photo ID when checking in.
- ▶ #2. The computer will print a volunteer/visitor identification badge which I will wear while on school grounds.
- ▶ #3. I will **MAINTAIN CONFIDENTIALITY** about student information outside of school and share with teachers and/or administrators any concerns that I have related to student welfare, safety or volunteer activity.

# Code of Conduct continued

- ▶ #4. I will not disclose, use or disseminate student photographs or personal information about students.
- ▶ #5. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students. I agree not to contact students outside of school hours with whom I have interaction as a volunteer.

# Code of Conduct continued

- ▶ #6. As a volunteer, I understand that I should not be alone at any time with any student(s) and always under the sight, sound and supervision of a Gaston County School staff employee.

# Code of Conduct continued

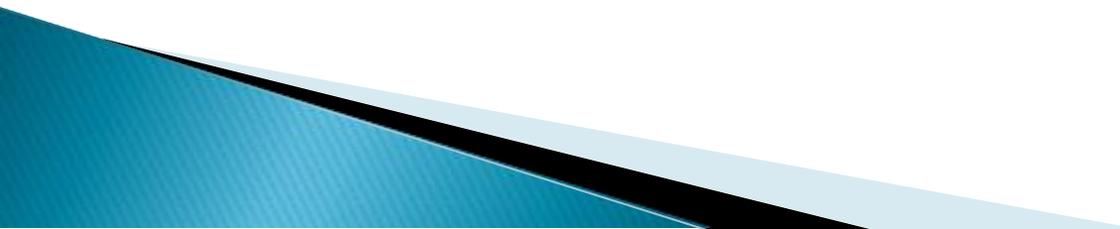
- ▶ #7. While volunteering at school, I will use specified (adult) restroom facilities. When chaperoning field trips, volunteers should work in pairs to escort students to rest room facilities.
- ▶ #8. I will follow teacher and staff instructions during fire and emergency drills, as well as lock down procedures for the purpose of school safety.

# Code of Conduct continued

- ▶ #9. I agree to do what is in the best personal and educational interests of every child with whom I come in contact.
- ▶ #10. I agree to maintain professionalism and demonstrate respect for school policies and dress appropriately while on school grounds.

# Code of Conduct for Volunteers

By placing your initials in the box below the “Code of Conduct” (Items #1 through #10) on your application, you acknowledge that you accept and will abide by this protocol for volunteers and also understand and agree to a required background check when your application is submitted. Background checks are done at no expense to the volunteer.



# Caution about Social Network Sites

- ▶ *Be aware of the content of your personal postings on Social Networking Sites. Adjust settings to ensure your privacy and protection.*
- ▶ *Be aware of specific elements of Code of Conduct #5 that apply to posting photographs. As a volunteer, you do not have parental permission to post pictures containing children who are not your own.*



# Always Check In and Out In The Main Office

Check in on arrival:

- ▶ Scan Driver's License or other acceptable ID to check in each time you come to volunteer
- ▶ Insert ID Photo face up to scan.

Check out when leaving:

- ▶ Scan bar code of your printed visitor badge to check out when leaving building.



# ID Badges



- ▶ ID badges printed from the Visitor Management System will contain your photograph on the left along with the date of visit.
- ▶ Remove backing and place sticker to clothing so it is visible.
- ▶ ID badge will have a bar code on the right which you will scan to check out when leaving the school.
- ▶ Badge may be discarded after your visit.

# A Word About Sexual Harassment

Sexual Harassment as defined in  
Gaston County Schools  
Policy Code 1275/1276

- ▶ *“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.”*
- ▶ <https://boardpolicyonline.com/?b=gaston>  
<https://boardpolicyonline.com/?b=gaston>

# Sexual Harassment Related to Students Occurs When

- ▶ There is unreasonable interference with a student's educational performance.
  - ▶ It limits a student's ability to benefit from an educational program or environment.
  - ▶ It creates an *Abusive, Intimidating, or Hostile* offensive educational environment.
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# Examples of Sexually Harassing Conduct

- ▶ Continued or repeated offensive sexual flirtations, advances, jokes, humorous comments, or propositions or repeated verbal remarks.
  - ▶ Deliberate unwelcome touching of a sexual nature.
  - ▶ Suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats.
  - ▶ Display of sexually suggestive objects or pictures.
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# Duty to Report Crimes Against Juveniles (General Statute 14-318.6 and GCS Policy 4240)

- ▶ All adults, including school employees, contractors, and volunteers are legally required to report:
  - ▶ **When they know or reasonably should know that a child has been the victim of certain crimes, including “sexual offense” (which means any offense that relates to inappropriate sexual contact with a child).**
- ▶ Any person who knowingly and willfully fails to report, OR prevents another person from reporting, is guilty of a Class 1 misdemeanor
- ▶ This obligation to report is in addition to any other reporting obligation under other law.
- ▶ Those reports, made in good faith, are immune from state, civil or criminal liability.

# Reporting Sexual Harassment

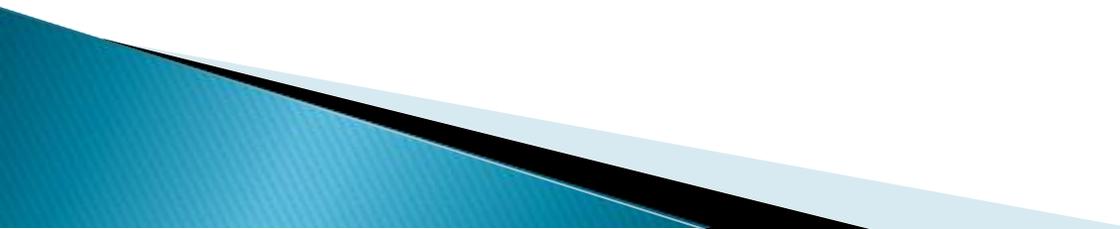
- ▶ Sexual Harassment by employees, students and non employees including volunteers and visitors, should be reported to a school official (principal/administrator).
- ▶ The school district has a Title IX coordinator that may also receive reports or concerns.

website : [www.gaston.k12.nc.us/Page/8992](http://www.gaston.k12.nc.us/Page/8992)

# Remember...Volunteers Do:

- ▶ Work positively for the good of the school.
  - ▶ Praise and encourage students.
  - ▶ Keep student work and information confidential.
  - ▶ Show consideration of the teacher's time.
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# Volunteers Don't....

- ▶ Make comments harmful to the reputation of any pupil, professional or other volunteer.
  - ▶ Get physical with a child.
  - ▶ Violate confidentiality by passing on information to the community.
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# Frequently Asked Questions

## ??????

- ▶ Do I have to submit a new application each year?

*No, once you submit an on line application you do not need to resubmit. You will “REACTIVATE” your application at the beginning of a new school year by logging in with your login and password, review and update any information (add or delete schools) and click submit.*

Do I need to attend an Orientation every year?

*No, the date you email to confirm you have completed the Orientation Power point will be added to your application for the future reference. No additional session is needed unless information changes or the district updates policies.*

# More FAQ

## ?????

- ▶ Now that I have completed orientation when can I begin volunteering?

*Volunteer assignments are made at the school level. Contact the school(s) where you plan to serve to discuss your volunteer schedule.*

- ▶ I chose more than one school to volunteer at but only received an email from one saying I am approved. Will I be able to volunteer at the other schools?

*Each school principal accepts and reviews applications for their school. This is done at different times depending on the principals schedule. If you are notified of approval at one school, additional school notification should follow .*



- ▶ Volunteers are an important resource to our school district.
- ▶ Your conscientious gift of time can make a difference for students, teachers and our school system.
- ▶ Volunteerism is an honorable and cherished contribution to our society.



# Directions to confirm completion of your Online Orientation

- ▶ Send an email to:  
[businesspartnerships@gaston.k12.nc.us](mailto:businesspartnerships@gaston.k12.nc.us)

## Include the following:

- ▶ 1. Your NAME as it appears on your application
- ▶ 2. The date you reviewed the Orientation Power point
- ▶ 3. Include this statement in your email:

*“I have read and completed an online volunteer orientation and agree to abide by The Code of Conduct for Volunteer for Gaston County Schools”*



*shaping our future*

**THANK YOU  
FOR YOUR INTEREST AND  
SUPPORT OF GASTON  
COUNTY SCHOOLS!!**