

**Lone Rock School District 13**

**Be safe. Be responsible.**

**Be respectful. Be a Learner.**



**1112 Three Mile Creek Road**

**Stevensville, Montana**

**406-777-3314**

# **Volunteer Handbook**

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## **Volunteer Orientation**

A handbook like this is useful in covering information in a general manner. Volunteers, whether in specific programs such as the “Foster Grandparent Program” or as a volunteer in a certain classroom, need specific information about their volunteer duties. This can be accomplished by attending an orientation/training with other potential volunteers or by meeting individually with the member of the school staff who will be supervising you. For example, volunteers need to know where supplies are located, how to use certain office equipment, as well as specific school practices. Once you've become an experienced volunteer, you may be asked to help with the orientation of new volunteers.

## **Teachers, Parents, and Volunteers - Partners in Learning**

Volunteers have played, and will continue to play an important and valuable role in the Lone Rock School District. Students, teachers, staff, parents, and the community benefit from the work of individuals like you who freely share their talents and resources. We also know that as a volunteer, you too will be rewarded.

This handbook is directed to volunteers who are parents, older brothers and sisters, grandparents, college, high, or middle school students, retired persons, former teachers and administrators, persons from businesses and community leaders, persons of every educational level - in short, to anyone wishing to devote a portion of her or his time to one of the most important systems in any community - public schools. Because we want you to get the most out of your volunteer experience, we want to make sure you are an informed volunteer. Volunteers are a valuable addition to the education team and make a considerable contribution to a school's ability to meet its goals for student achievement. School volunteers assist in school activities under the supervision and direction of school. Screening of volunteers will be made as required by district procedures and are required to complete a fingerprint and background check. **Volunteers are directed to sign in at the school office each and every time they arrive to volunteer.** One hour a week, one day a week, one day on a special project - your efforts make a difference for students.

You don't need to be an expert in an academic subject to be an effective volunteer in a school. Far more important is a genuine interest in the well-being and education of children. Successful school volunteers possess the following qualities:

- Cooperation and dependability
- Compatibility with children
- A respect for and understanding of confidentiality
- A positive attitude
- Flexibility, friendliness and patience
- A sense of humor
- Responsible citizenship qualities

Teachers and staff know they are fortunate to work with so many committed volunteers. Volunteers in schools help in many different ways: classrooms, playgrounds, libraries, offices, field trips, team sports, and special projects.

## **Commitment**

Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher, librarian, or whoever is supervising your work as a volunteer know when your schedule changes or if you can't make it when you are expected. While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from school staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

## **You're Part of a Team**

Be a professional. As a school volunteer, you are a role model for students. Behave toward students and school staff in a respectful manner that sets an example of professionalism and good citizenship.

## **Communicate**

As a school volunteer, it is crucial that the lines of communication stay open and clear. Remember the saying "no question is a dumb question?" Believe it! If you are unsure about what's expected of you, or how to use certain office equipment, please ask someone for direction.

## **Legal Issues – Sign in Procedure and Security**

Volunteers are required to sign in at the office. Signing in each time you volunteer also allows school personnel to locate you immediately in case of an emergency while at school. For everyone's safety, it's important to know who you are and why you are at school.

## **Confidentiality**

What you hear or observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team. If confidentiality is violated, volunteering may be suspended.

## **Child Neglect and Abuse Reporting**

School volunteers are considered mandatory reporters of suspected child neglect and abuse. If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, report this immediately and privately to the administrator.

## **Supervision**

Volunteers perform under the direction/supervision of school personnel. If a volunteer assists a student or students outside the classroom, they should not be taken to any area except that specified by the teacher or administrator.

## **Your Role in the Classroom**

If you are volunteering in a classroom, make sure you and the teacher are clear on your responsibilities and that you are both comfortable with your duties. The real value for a teacher in having a volunteer is that it frees the teacher to teach.

## **Volunteers in the K-5 and 6-8 Grades**

Our K-5 grades operate on the same schedule. Volunteers are strongly encouraged to participate in school-wide training/workshops and activities for volunteers. Volunteering with older students is just as important as in the early grades; it simply has to be adapted to the developmental and educational needs of the students. If you would like to volunteer with older students and are unsure how, feel free to speak to the administrator or a teacher.

## **Volunteer Hours**

School volunteers help in schools during regular school hours of 8:30 a.m. to 3:30 p.m.

## **Screening**

All prospective volunteers who will be volunteering on a regular basis or have unsupervised contact with students need to complete a Volunteer Registration Form. All prospective volunteers will need to be fingerprinted and have a background check.

The fingerprint forms can be obtained at the Ravalli County Sheriff's Office. We do not have a school resource officer, so

you'll need to contact the Ravalli County Sheriff Dept. There is a \$25.00 charge to get your fingerprints done at the Sheriff's office, which are only conducted on Wednesdays from noon to 2:00pm. The Missoula City Police Dept also conducts fingerprinting as well. Please bring all completed fingerprint forms (and a check for \$27.25, made out to DOJ) to Jeannie Morgan in the Clerk's office so the forms can be submitted for the background check.

### **Interests and Talents**

We want to make the best match we can between volunteer opportunities and your interests and talents. Let school personnel or the volunteer coordinator know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

### **Discipline or Behavior Problems**

As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. Use discretion when taking corrective measures into your own hands. There are many ways in which schools are alike; but because schools must fulfill unique educational needs of students from many diverse backgrounds, please familiarize yourself with Lone Rock School's expectations, as each school has a personality or culture of its own. Volunteers should be informed about the school's general disciplinary procedures to avoid any misunderstanding. Please familiarize yourself with the student handbook so you know what is expected of them. It can be found in both hardcopy and digital format on the school's webpage: [www.LoneRockSchool.org](http://www.LoneRockSchool.org)

### **What to Wear**

Wearing appropriate, practical, and comfortable clothing when you volunteer is one more way you can be a role model. If you have a question, feel free to ask for a copy of the school's dress code or to talk with the administrator, a teacher, or another school volunteer.

### **Child Care**

Parents/guardians are discouraged from bringing children with them to school while they volunteer. Everyone's focus needs to be on the students who are enrolled in the school and involved in learning activities.

### **Who is doing the teaching?**

If you are volunteering in a classroom, make sure you and the teacher are clear on your responsibilities and that you are both comfortable with your duties. The real value for a teacher in having a volunteer is that it frees the teacher to teach.

If you would like to volunteer at your child or grandchild's school, contact Mr. Stiegler at 777-3314 x201 or x202. To volunteer for the after-school Excel Program, please contact Pat Cartwright, Excel Program Director at x210. The after-school Excel program is daily from 3:30-5:30 except on Wednesday early out, which is from 2:30-5:30.

**One hour a week, one day a week, one day on a special project** - your efforts make a positive difference for students.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of “employee” under the appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations;
4. Is not employed by the District in the same or similar capacity for which he/she is volunteering.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground, and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

Volunteers who have unsupervised access to children are subject to the District’s policy mandating background checks.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Policy History:

Adopted: August 2002

Revised:

## **Duties for Supervisors and Volunteers**

### **Teacher may:**

- Recruit volunteers
- Assign specific days and times are needed for volunteers in the classroom
- Assign specific duties or tasks as needed in the classroom

### **Administrator may:**

- Go through an orientation of the volunteer handbook with the volunteer(s)
  - Orientation will cover such things as: dress, school hours, various procedures, programs and services provided by the district, familiarization with staff and school, etc.
- Review the handbook on an annual basis.
- Have primary responsibility of all volunteers
- Assign or reassign volunteers where they will most benefit the students.

### **Volunteer shall:**

- Lend support and supplement regular district staff.
- Help improve level and quality of service to students.
- Help broaden students' experiences through interaction
- Help strengthen school-community relations
- Help parents and community members learn more about school objectives and programs.
- Ensure confidentiality in the workplace.

Fingerprints and Criminal Background Investigations

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Administrator, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required as a condition of any offer of employment to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- \* a certified teacher seeking full- or part-time employment within the District;
- \* an educational support personnel employee seeking full- or part-time employment within the District;
- \* an employee of a person or firm holding a contract with the District if the employee is assigned to the District;
- \* a volunteer assigned within the District who has REGULAR unsupervised access to students.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Administrator, who shall decide whether the applicant shall be declared eligible for appointment or employment. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

Legal Reference:	§ 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record information that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice information
	Public Law 105-251,	Volunteers for Children Act



# Lone Rock School District 13

## Volunteer Application

Please PRINT or TYPE the following information and return it to:

**Lone Rock School District 13**  
**School Volunteer Program**  
**1112 Three Mile Creek Road**  
**Stevensville, MT 59870**

Fingerprint and Background  
check mailed on: \_\_\_\_\_  
completed on: \_\_\_\_\_

Circle one: Mr. Mrs. Ms.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

In case of emergency, call: \_\_\_\_\_

Phone: \_\_\_\_\_

I would prefer to work with (circle one or any): K 1 2 3 4 5 6 7 8

My special talents/interests are:

\_\_\_\_\_

References: List two persons not related to you who have definite knowledge of your skills and character.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION, INCLUDING CONSENT TO FINGERPRINT BACKGROUND CHECK.**

To Whom It May Concern:

I, \_\_\_\_\_, am an employee of the District, am seeking employment, volunteer assignment, and/or approval to be selected as an on-call substitute with Lone Rock School District 13 (the District). I hereby expressly authorize release of any and all information of a confidential or privileged nature, **including confidential criminal justice information as defined in § 44-5-103(3), MCA**, to the staff of the District and its agents. I will provide a set of fingerprints, and understand that a fingerprint background check will be at my expense and will be deducted from the initial paycheck, unless other arrangements are made with the District Office.

I have have not [*check one*] been convicted or adjudicated\* of any crime in any jurisdiction, besides minor traffic offenses. Attached, if necessary, is a complete description of the circumstances surrounding the crime(s) of which I have been convicted or adjudicated in any jurisdiction. I acknowledged that I have the right to obtain a copy of the fingerprint background check obtained by the District and to challenge its accuracy if necessary. I further acknowledge that my access to children may be denied prior to completion of the fingerprint background check. \* *Adjudication – A passing of judgment of a court of law or a decision of a judge.*

I hereby release the District and any organization, company, institution, or person furnishing information to the District and its agents as expressly authorized above, from any liability for damages which may result from any dissemination of the information requested, subject to provisions of Title 44, Chapter 5, Part 3, MCA.

**All statements and information provided within this application and attachments, if any, are true and complete. I understand that omission or misrepresentation of material fact may result in refusal of or suspension from employment.**

This document is effective until revoked in writing by me.

\_\_\_\_\_  
SIGNATURE DATE

Print full name: \_\_\_\_\_

Print full address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

STATE OF MONTANA )  
 : ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public for the state of Montana, personally appeared \_\_\_\_\_, known to me to be the person named in the foregoing Authorization to Release Information, and acknowledged to me that \_\_\_\_\_ executed the same as \_\_\_\_\_ free act and deed for the purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

( S E A L )

\_\_\_\_\_  
[name]  
NOTARY PUBLIC for the state of Montana  
Residing at \_\_\_\_\_, Montana  
My commission expires: \_\_\_\_\_