

Trout Creek School District #6



**4 School Lane
Trout Creek, Montana 59874
406-827-3629**

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 Trout Creek School. 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 the business 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.

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.

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.

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. Never take corrective measures into your own hands. There are many ways in which schools are alike; but because schools must fulfill educational needs of students from many diverse backgrounds, 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.

Volunteers in the K-4 and 5-8 grades

Our K-4 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.

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. Each school has a badge or button for volunteers to wear while at school. For everyone's safety, it's important to know who you are and why you are at school.

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.

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 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.

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.

Screening

All prospective volunteers who will be volunteering on a regular basis or has unsupervised contact with students need to complete a Volunteer Registration Form. All prospective volunteers will need to be fingerprinted and have a background check (these can be obtained from Mary in the office). There is a \$10.00 charge to get your fingerprints done at the Sheriff's office in Thompson Falls.

Volunteer hours

School volunteers help in schools during regular school hours of 8:15 a.m. to 3:43 p.m.

If you would like to volunteer at your child or grandchild's school, contact the Principal, Mrs. Phillips at 827-3629. **One hour a week, one day a week, one day on a special project** - your efforts make a positive difference for students.

Notes: _____

Trout Creek School District

PERSONNEL

5430

Volunteers

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. By law, a volunteer 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 appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
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.

Chaperones

The Administrator may direct that appropriate screening processes be implemented to assure that adult chaperones are suitable and acceptable for accompanying students on field trips or excursions.

When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers, including employees of the District, assigned to chaperone, 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 assignment as a chaperone, including during the hours following the end of the day’s activities for students. The chaperone shall not encourage or allow students to participate in any activity that is in violation of district policy during the field trip or excursion, including during the hours following the end of the day’s activities. Chaperones shall be given a copy of these rules and sign a letter of understanding verifying they are aware of and agree to these District rules before being allowed to accompany students on any field trip or excursion.

Any chaperone found to have violated these rules shall 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 be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Policy History:

Adopted on: December 9, 2004

Revised on: October 11, 2006

Trout Creek School District

PERSONNEL

5430P

Volunteers Procedures

Duties for Supervisors and Volunteers

Teacher will:

- 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 will:

- 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 re-assign volunteers where they will most benefit the students.

Volunteer will:

- 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.

PERSONNEL

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

APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF

1993 AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT 5122F

To Whom It May Concern:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to _____ School District (the District) for the position of (please be specific) _____.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the district (a) to which you have applied for employment or to serve as a volunteer, or (b) by which you are employed or serve as a volunteer requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. [I understand the fingerprint background check will be at my expense]. These fingerprints will be used to conduct a search of FBI criminal history records. The district conducting this background check may use the resulting record only for the authorized purpose(s) and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If district policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the district policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks> or by contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.

5. Prior to the completion of the background check, the district may choose to deny you unsupervised access to a person to whom the district provides care.

The [district] [Superintendent] [administration] shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the Board of Trustees. The district shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name:

First Middle Maiden Last

Date of Birth: _____

Address:

Street Apt.

City State Zip

I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

I have not been convicted of, nor am I under pending indictment for, any crimes.

Your signature below acknowledges this entity has informed you of your privacy rights for fingerprint-based background check requests used by the entity for non-criminal justice purposes.

I have been provided with a copy of this form. I have read and understood the foregoing and my certification is true and correct to the best of my knowledge and belief.

Date

Signature of Applicant

+Trout Creek School District # 6
Volunteer Application

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

Trout Creek School
School Volunteer Program
4 School Lane
Trout Creek, MT 59874

Fingerprint and Background
check mailed on: _____
completed on: _____

Circle one: Mr. Mrs. Ms.

First Name _____ Last Name _____

Mailing Address _____

City _____ Zip _____ Phone _____

In case of emergency, call: _____

Phone: _____

I would prefer to work with (circle one): 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 Trout Creek School District 6 (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: _____