

Laurel School District #7-70
Volunteer Handbook



We Value Our Volunteers!
Go Locomotives!

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Superintendent Welcome Letter

Dear Volunteer

Welcome to Laurel School District No. 7-70. We value the time and commitment you make to the students and staff in our district. Each of you has special gifts to share with us that enhance and enrich our schools and we appreciate your willingness to donate your time to help a school or department.

Because student safety is of great concern, community volunteers are required to:

- Complete a volunteer application
- Be fingerprinted
- Must obtain a valid driver's license
- Review the Volunteer Handbook

We hope you enjoy the time you spend with us. Being a volunteer brings rewards as well as challenges. With your help, our schools can maximize their potential and better meet the needs of students and staff. If you have suggestions on how we can better use and support our volunteers, please let us know.

Thank you for your time and commitment to our students, staff and our district.

Sincerely,



Matt Torix
Superintendent

Why We Value Our Volunteers

Laurel School District No. 7-70 serves over 2,000 in K-12 in five different schools utilizing a grade leveled configuration. South Elementary houses all kindergarten and Pre-K students. West Elementary has 1st and 2nd grade students before they move onto Graff Elementary for 3rd and 4th grade. Laurel Middle School contains students in 5th through 8th grade and Laurel high School educates our 9th through 12th grade students.

Schools alone cannot meet all the needs of our students in today's environment. Due to budget constraints and the changing complexion of the family, we face economic, social, and education issues as never before. By working together with our community, we can enhance the education of our students, which is necessary for success in today's world.

Laurel School District is fully committed to its mission statement: "**Dedicated to the individual development of each student, every day, without exception!**" We believe in providing different opportunities and experiences to educate our students to reach their full potential. We not only provide a high-quality education within the classroom, but offer students many curricular and extracurricular activities to ensure students receive a well-rounded education. The Laurel community takes great pride in its schools and the education provided to all of its students.

If you become involved within a school you will notice some immediate changes from the classroom with which you may be familiar. Teachers and staff now dress for function and movement within the classroom. Classrooms may be quite noisy at times, and several activities may be happening within the same room at the same time. Though this may at first appear as chaos, it is often the sign of learning.

As volunteers become familiar with the school and educational process of today, they become important links with the community in order to help establish the best educational system possible. It is our hope that you will become such a link! We welcome and encourage your involvement in our schools to provide the BEST education for your children. Together we can make a difference in the lives of our kids!

Getting Started

Community

Community volunteers are required to:

- 1) Complete the Community Volunteer application at the desired grade level, located at the District office or the Activity Director's office. Once completed you will return the application to the principal of the desired school, who will then forward your information onto the Administration office.
- 2) Have a valid driver's license
- 3) Be fingerprinted.

When your fingerprint clearance is received, we will notify you and the school site you requested on your volunteer application of your volunteer status.

Parents

Parents or guardians who wish to volunteer in their child's classroom only (during the school day) are not required to be fingerprinted. However, if a parent/guardian would like to volunteer outside of their child's classroom, in before and after-school programs, or will accompany students on a field trip, fingerprint clearance is required.

Parent volunteers are required to:

- 1) Complete the Parent Volunteer application and turn it into the school office.
- 2) Have a valid driver's license
- 3) Be fingerprinted, if needed.

Applications

There are several ways to obtain an application:

- Volunteer applications are located at the end of this handbook
- Download from our website at www.laurel.k12.mt.us under the Human Resource menu
- Contact the school office
- Come to the district office located at 410 Colorado Avenue, Laurel, MT 59044

Fingerprinting

We appreciate your time and your understanding as we take measures to ensure the safety of our students. Fingerprint information is required as part of our steps for processing community volunteer applications and for parents/guardians who choose to volunteer beyond their child's classroom. The cost of fingerprinting will be paid by the Human Resources department. We recognize and value your time contributions.

Questions

If you have any questions regarding the application process and fingerprinting, you may contact the district office at (406) 628-3360.

"Nothing you do for children is ever wasted. They seem not to notice us, hovering, averting our eyes, and they seldom offer thanks, but what we do for them is never wasted."

Garrison Keillor

Volunteer Expectations

Volunteers are expected to:

- Sign in and wear a name tag on school grounds at all times.
- Attire should be neat, clean, comfortable and appropriate for the school setting. Be familiar with the school dress code and follow it.
- Show respect for all staff and students.
- Share concerns regarding students with the school staff only.

Turn your cell phone to vibrate while you are volunteering in the classroom and make personal calls or texts while performing your volunteer duties only in emergency situations.

Schedule

- Be prompt and reliable. If you are volunteering, call the school if you are coming in late or will be absent.
- Leave other children at home unless you have the principal's approval beforehand to bring them.

Ground Rules for School District Facilities

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes

Confidentiality

Confidentiality is a Legal Requirement

Federal law prohibits school districts from releasing non-directory student information without parent/guardian permission. Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

All information concerning students and teachers is strictly confidential and should not be shared with others. Keep ALL student information confidential, including scholastic and health records, test scores and grades, discipline and classroom behavior, and children's character traits.

Confidentiality

While working within the schools, information about the progress, abilities and concerns of students may be shared with you. This is information of a confidential nature. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. Do not discuss this information with anyone who does not have a professional right or need to know.

Please do not discuss a student's progress or difficulties with his or her parents/guardians. This is the teacher's responsibility. If a student confides in you any information of a personal nature, you will need to share this privately with the teacher or principal if you feel it warrants their attention.

Guidelines

Supervision

Volunteers working in the schools should **always** be under the direct supervision of school or district professional staff.

Discipline

Volunteers may not discipline students. If a discipline problem arises, volunteers should refer the situation to the professional staff. Our schools have specific discipline procedures, and the responsibility of enforcement rests with the staff.

Reporting Child Abuse, Non-accidental Injury, Neglect

In the course of volunteering, you may observe or hear a child describe child abuse, non-accidental physical injury, neglect or other conditions which place a child at risk. Montana has very detailed legal requirements for the reporting of these concerns to either police or Child Protective Services ("C.P.S."). School volunteers are bound by the same reporting requirements as teachers and other school personnel. If you see or hear of these concerns, immediately report what you have learned to your supervisor or the Principal of the school where you volunteer. If you form a reasonable belief that child abuse, non-accidental injury or neglect has occurred, the law requires you to personally report or cause a report to be made to police or C.P.S.

Dismissals

Volunteers are not allowed to dismiss a student from school. If a student must leave school early, they must receive permission from the school office and sign out early. Under no circumstance can volunteers take a student off campus, this includes walking or driving a student home.

Contacting Students

During your work as a school volunteer, you will meet many wonderful students. Your work with them will be delightful and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to the volunteer's home.

Medical Treatment

Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a student. If a student becomes ill, follow school procedures in regards to notifying the teacher and taking the student to the nurse.

Personal Doctrines

The school respects and values each family's beliefs and religious doctrines. Volunteers may not propose any personal or religious beliefs to a student.

Restrooms

Volunteers should utilize the staff restrooms. We ask that volunteers not use or accompany students to the student restroom.

Dress and Behavior

Volunteers should follow the lead of the professional staff and their supervisor. Casual dress is the most appropriate. We ask that your attire be neat and conservative, attracting no undue attention. Keep in mind that you are in a position to set an example for students. Your dress, speech and behavior should serve as a good model for students to follow.

Dependability

Volunteers should always be prompt and consistent. If you cannot make your scheduled volunteer time, the staff would appreciate as much notice as possible. If you have a vacation pending, please provide advance notice to the school. The work volunteers do is important, staff and students look forward to your on-time arrival and volunteer assistance.

Sign-in Procedures

Identify the appropriate sign-in procedure at your volunteer site. *It is important to sign in for insurance purposes.* The time you donate is also recorded in order to recognize the value of volunteers and their commitment.

Speak up!

If you have any questions or concerns about your volunteer work or the policies of the school or district, feel free to ask your direct supervisor or the volunteer coordinator. We want this to be a rewarding experience for you, as well as for our staff and students. We will be happy to answer any questions you may have regarding your volunteer experience.

Helpful tips

When you arrive at your volunteer site, you will want to ask certain questions and feel comfortable with your new surroundings. As you meet with your supervisor or teacher, be sure you determine one another's expectations. You are not expected to know exactly how to go about our volunteer position, and you should feel comfortable asking questions as you go along.

Don't forget to ask...

As you tour the building, you may want to inquire about such things as:

- Where to park
 - How to check in and keep track of your time
 - Entrances and exits to the building
 - Bathroom facilities available for your use
 - Volunteers' and/or teachers' lounge and its use
 - Telephone you may use if necessary
 - Location of supplies you may need
 - School phone numbers and names, you may need
 - Classroom rules and teacher's classroom management plan
- You are an important member of the team, and we want you to feel at home in your new "volunteer" environment.

Tips for School Volunteers

- **Call students by name at each opportunity**
A student's name is very important. Make every effort to pronounce and spell each student's name correctly.
- **Be firm with students, but also be warm and friendly**
Let each student know that you care about him/her.
- **Accept students as they are**
Each student is unique. Be ready to accept these differences in background, values, and aspirations.
- **Encourage and praise students**
Use positive comments that will make students feel good about themselves, even when they are having difficulty. Be ready to praise a student for even the smallest successes. Avoid saying anything that will make students doubt themselves or their ability to learn. Children begin to "be" what others think of them.
- **Remember that children never forget**
If you promise something, be prepared to keep the promise. Be careful not to make promises you will be unable to keep.
- **Encourage students to do their own thinking**
Try not to give students the answers before they have an opportunity to solve questions on their own. Silence often means a student is thinking. Give them plenty of time to answer.
- **Follow the teacher's lead for classroom behavior**
Don't allow students to behave in ways the teacher does not allow. Remember, the teacher is available to handle discipline problems. Make certain the students with whom you are working do not disturb the rest of the class.
- **Reinforce good behavior**
When students are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage them to try even harder. If possible, try to ignore minor behavior problems if no student is at risk of any harm, and teaching and learning are not interrupted. Express displeasure with the behavior, not the student.
- **Remember it's okay if you don't know the answers**
Let the student know when you don't know the answer or you are not certain what to do. Work the answers out with students, or ask the teacher for assistance at an appropriate time.

- **Supervise students carefully**

Do not leave a student or small group of students unsupervised. Be aware of what the students are doing at all times.

- **Keep students on task**

You will want the students to learn as much as possible during the short time they spend with you; keep the lesson or activity moving. Avoid allowing students to get you, or the group off track for long periods of time by discussing topics that have nothing to do with the lesson.

- **Know when to give proper motivation**

Your positive works of encouragement will go far in helping students become excited about learning. You and the teacher can discuss the use of motivation materials such as stickers, stars or notes of praise. Please do not give students food. Volunteers may not give students advertisements or solicitations.

- **Don't get discouraged**

Don't get discouraged if you feel that little academic progress is being made. Your very presence and interest are helping the student to be successful.

We thank you for your valuable contribution to our youth!

Medical and Worker's Compensation Insurance Coverage

The district does not carry medical insurance for volunteers; however, volunteers must be registered at the school they are serving and a record of volunteer hours must be maintained for workers' compensation coverage. That is why it is important for you to sign in and out each time you volunteer. If you have questions about this liability coverage, feel free to call the Human Resources Department.

Laurel Schools Board of Education entitles you to workers' compensation benefits per if you incur personal injury by an accident arising out of and in the course of your volunteer employment with the district.

Volunteer Coach Policy

Volunteer Coaches must complete the following and go through the District Volunteer process.

1. Must complete the following NFHS courses through the NFHS learning center.
 1. Rules Clinic for the specific sport
 2. NFHS Concussion
 3. NFHS Fundamentals of Coaching
2. Create a DragonFly account and upload completed courses.
3. Complete and turn in to the Athletic Director the 5430F District Policy Form.
4. Coaches will complete new courses as assigned.

Volunteer Coaches will not conduct a practice without the supervision of a paid coaching staff member.

Volunteer Coaches will not be issued district keys.

Volunteer Coaches will not ride buses to away events without AD permission. *

*Approval will need to be cleared with the AD before the event.

Volunteer Coaches will exhibit the same behavior required of paid coaching staff members.

Volunteer Coaches must receive approval before attending any practice or open gym from the AD.

By signing this document, you understand and agree to the above policies.

Volunteer Coach

Date

Head Coach

Date

Activities Director

Date

Volunteer Agreement Form

COACH/HELPER/AIDE/CHAPERONE

5430F

I, _____ (the Volunteer) hereby agree to serve Laurel School District (the District) on a volunteer basis as a _____.

Please initial next to each statement:

- The Volunteer understands any volunteer services will not be compensated now or in the future.
- The Volunteer has been informed and understands that volunteer services rendered do not create an employee-employer relationship between the Volunteer and the District for the position stated above.
- The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.
- The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and may be adjusted at any time.
- The Volunteer understands that services as a volunteer may be terminated at any time.
- The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.
- The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.
- The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.
- The Volunteer understands that they are not to use alcohol, tobacco or other drugs around students at any time whether on school property or not.
- The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy they are to report the behavior to the supervising district employee immediately.
- The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.
- The Volunteer is 18 years of age or older.
- The Volunteer understands that his authorization only applies to the ___/___ school year.
- The Volunteer understands that if the position stated above involves regular unsupervised access to students in schools they shall submit to a name-based and fingerprint criminal

background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

I understand that should I have been found to have violated these rules, I will 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 that I will be responsible for my own transportation back home.

DISTRICT REPRESENTATIVE

DATE

VOLUNTEER SIGNATURE

DATE

Laurel Public Schools Volunteer Policy Sign-Off

Policy 5006 – Code of Ethics

Policy 5226 – Drug-Free Workplace

Policy 5430 – Volunteer

Please find these policies on our website, www.laurel.k12.mt.us → Staff → Human Resources (HR) → Staff Forms/Documents → Volunteer Policy Sign Off

By my signature here I attest that I have reviewed the policies listed above, and I understand these policies. I acknowledge that I will be held accountable for my actions and that disciplinary and/or legal action may result from violating these policies.

Printed Full Name of Volunteer

Volunteer Signature

Date

Laurel Public Schools Volunteer Handbook Sign-Off

Please find this manual on our website, www.laurel.k12.mt.us → Staff → Human Resources (HR) → Staff Forms/Documents → Volunteer Handbook

My signature below indicates that I have read the Volunteer Handbook for Laurel Public Schools, District 7 & 7-70 and that I know where a copy of the handbook is for future reference. My signature also represents as a pledge to cooperate with the volunteer program requirements of School District 7 & 7-70.

I also understand that it is one of the requirements of my volunteering to IMMEDIATELY report any work-related injuries, no matter how slight, to my supervisor.

Printed Full Name of Volunteer

Volunteer Signature

Date

VOLUNTEER COACHING APPLICATION

LAUREL PUBLIC SCHOOLS

NAME _____ DOB _____

ADDRESS _____

PHONE _____

CITY _____ STATE _____

ZIP _____

POSITION APPLYING FOR

1. HIGH SCHOOL

ATTENDED _____

2. COLLEGE

ATTENDED _____

YEARS _____

MAJOR _____ MINOR _____

3. SPORTS PARTICIPATION LEVEL (High School/College) YEARS

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

4. LIST ANY COACHING EXPERIENCE IN SPORTS, RECREATION OR PHYSICAL ACTIVITIES:

YEARS _____

YEARS _____

YEARS _____

5. DO YOU HAVE A VALID FIRST AID CERTIFICATE? (not required)

_____ IF SO, DATE _____

6. ARE YOU UP TO DATE ON YOUR PROGRAMS RULE CLINIC THROUGH MHSA? ____

IF SO, DATE _____ *Needs renewed annually.

7. ARE YOU UP TO DATE ON FUNDAMENTALS OF COACHING THROUGH MHSA? ____

IF SO, DATE _____ *Needs renewed every 5 years.

8. ARE YOU UP TO DATE ON THE CONCUSSION COURSE THROUGH MHSA? ____

IF SO, DATE _____ *Needs renewed annually.

9. REFERENCES: NAME AND PHONE NUMBER (SCHOOL DISTRICT PERSONNEL PREFERRED)

1. NAME _____ PHONE NUMBER _____

2. NAME _____ PHONE NUMBER _____

3. NAME _____ PHONE NUMBER _____

SIGNATURE _____

DATE _____

PLEASE RETURN TO ACTIVITIES DIRECTOR

VOLUNTEER APPLICATION

LAUREL PUBLIC SCHOOLS

I AM A: Parent/Guardian / Relative / Community Member (circle one)

NAME _____ DOB _____

ADDRESS _____

PHONE _____

CITY _____ STATE _____

ZIP _____

SCHOOL(S) WHERE I WISH TO VOLUNTEER: South / West / Graff / Middle School
High School / Transportation / Other: _____

DOES YOUR CHILD ATTEND THIS SCHOOL? Yes or No (circle one)

LANGUAGES SPOKEN (BESIDES ENGLISH)

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY LAUREL SCHOOL DISTRICT? Yes or No
IF SO, DATE, LOCATION, AND POSITION

EMERGENCY CONTACT INFORMATION

NAME _____ PHONE NUMBER _____

REFERENCES: NAME AND PHONE NUMBER (SCHOOL DISTRICT PERSONNEL
PREFERRED)

1. NAME _____ PHONE NUMBER _____

2. NAME _____ PHONE NUMBER _____

3. NAME _____ PHONE NUMBER _____

SIGNATURE _____ DATE _____

PLEASE RETURN TO BUILDING PRINCIPAL