

**FORTINE SCHOOL DISTRICT
VOLUNTEER HANDBOOK**



It's a Joy to Volunteer

I've been blessed with gifts and talents
To be used some special way.
To lend a hand or help someone
Who's struggling day by day.
All it costs is my commitment
And a little extra caring.
While making a priority
Of reaching out and sharing.
And it's a privilege working
For the causes I hold dear.
Just doing what I can to help
Each time I volunteer.

~ Janey Davies~

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DEFINITION

A volunteer is defined as an individual performing services for the School District who does not receive compensation for his/her services. A volunteer shall be considered as any individual, 21 years or older. Exceptions to the age requirement may be made by the Principal. Individuals who volunteer to perform services for the School District are not “employees” for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). An individual is a volunteer so long as the individual is not regularly employed to perform the same services for the District and so long as the individual receives for his/her services no more than expenses, or recognition gifts.

PURPOSE

The purpose of the volunteer program will be as follows:

1. Supplement the work of classroom teachers, upon their request, under their supervision, and with the approval of the school administration.
2. Provide individual attention for students through tutoring and/or small group projects under the direction of the school staff.
3. Provide enrichment experiences to supplement the educational program.
4. Provide assistance for the school staff in non-academic areas where student contact may or may not exist.
5. Meet special school needs.
6. Promote better school-community relations by enhancing community understanding.
7. Develop improved public relations for local, state, and national educational endeavors.

HOW TO VOLUNTEER

The volunteer program of the Fortine School District is supervised and managed by the Principal, under the direction of the Board of Trustees. Specific volunteer assignments are arranged for and directly supervised by teachers and various program supervisors, under the direction of an administrator.

Individuals who are interested in volunteering in the school district are invited to contact the District Clerk or the Principal, who would be able to answer your questions regarding the volunteer program, and who would help you to become a volunteer.

VOLUNTEER POSITIONS

Volunteer activities in the School can be done in a supervised or unsupervised capacity, as listed below.

Supervised Activities

Activities in this category will always occur under the direction and supervision of School District staff members, so they do *not* require that a criminal background check be done. Items listed

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below are meant to give volunteers an idea of the areas where their services could be used. The list is not comprehensive and any questions about activities not listed here should be directed to the Principal.

- § Activities that do not involve direct contact with students (assembling mailings, coordinating events, preparing bulletin boards, etc.)
- § Assisting teachers with in-classroom activities (reading with students, tutoring individual students or small groups, helping with special projects, etc.)
- § Helping with special events in the schools (carnivals, field trips, literacy events, etc.)
- § Acting as a special speaker for a class or special event (speaking about career opportunities, positive choices, or safety issues, demonstrating science experiments, etc.)
- § Working in areas of the school other than the classroom (checking out books in the library, acting as lab monitor, etc.)

Unsupervised Activities

Activities in this category will always occur under the direction of Principal, but may not be directly supervised by the Principal. Volunteers who will participate in the activities listed below or hope to volunteer in an area where they may be with students in an unsupervised capacity must agree to a background check. The required background check forms are available at any of our school office. Examples of unsupervised activities are:

- § Volunteer athletic coaches and advisors of other extracurricular activities
- § Child care provider during parent events (Parent/Teacher Conferences, parenting workshops, etc.)
- § Group activities during the school day that may be confidential in nature.

Background Checks

For the safety and security of our students, a complete background check will be completed. Information obtained in the process will be kept in the strictest confidentiality. A criminal record does not necessarily mean that a volunteer will be prevented from serving in the schools.

An individual whose criminal background check record reflects a crime that has a nexus to the type of volunteer work applied for, as determined by the district administrator or his/her designee, will be refused as a volunteer for both supervised and unsupervised activities. If there is a question as to whether or not a crime has a nexus to a volunteer activity, please contact the district administrator.

CODE OF ETHICS & CONFIDENTIALITY

There are certain rules all of us must follow when working in the school.

1. **DO NOT** discuss individual children outside the school.
2. Do not compare children within the school.
3. Never publicly discuss parents, children, teachers or other volunteers.

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4. You may see confidential records of children in the classroom, staff room or office. Under no circumstances should you repeat any of this information or discuss it outside the school.

DEPENDABILITY

The staff you work with will depend on you to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the teacher as soon as possible.

DRESS

Volunteers should plan to dress comfortably and appropriately when spending time with the students in school or during school-related activities. Clothing that advertises things like alcohol, tobacco, and other drugs, violence, or sexual acts are not to be worn when working with children.

WHAT VOLUNTEERS CANNOT DO **

Administer Discipline - If you have concerns about anything you see in the classroom or on school grounds, speak to the teacher or Principal. Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. The teacher is the professional whose responsibility it is to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace, the teacher. On fieldtrips when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher as soon as possible about these issues. However, any consequences for behavior are the responsibility of the teacher, not the volunteer.

Interrogate Students or Investigate Problems – Please report any problems to a staff member or the Principal.

Administer Medications –Under no circumstances should school volunteers administer medication of any kind, including over the counter drugs such as aspirin. The school personnel are responsible for this kind of aid.

Clean Up Bodily Fluids – Volunteers should not be involved in the clean up of bodily fluids. In the case of a life- threatening situation, volunteers should first attempt to alert school personnel. If it is necessary for them to take immediate action, they should exercise all reasonable precautionary measures. School personnel should be notified as soon as possible.

** Unsupervised volunteers should obtain more information from the School District staff member with whom they are working.

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CONCERNS IN WORKING WITH CHILDREN

Child Abuse/Neglect – Volunteers should report to school staff if they know or suspect a child has been abused or neglected. The school administration, child’s teacher, or guidance staff should be sought out under these circumstances.

Language/Behavior -- Remember we are all -teachers, staff and volunteers- role models for the children around us. “Little eyes” are watching, listening and learning appropriate behavior from our actions. Profanity, cussing, inappropriate language or discussions of inappropriate nature are not allowed on campus or on fieldtrips.

No Smoking -- Schools are tobacco free zones. This means you may not even bring tobacco products on campus in your purse or pockets. You may not smoke on fieldtrips even in your own car if you are transporting students.

Fortine School Policy states- Smoking and possession of tobacco products are prohibited in all district buildings, on all district property, on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles, or at off-campus school sponsored events. “Tobacco products” include cigarettes, cigarette papers, cigars, smoking tobacco, and non-smoking tobacco.

Students treat volunteers with respect -- Adults are respectful to children and children are always expected to be respectful in return. If on any occasion you are treated disrespectfully, tell the teacher or the principal as soon as possible. Elementary age children are still learning appropriate behavior and this is an opportunity to teach respect. Children should call you Mr., Ms. or Mrs., but should not address you by your first name.

INSURANCE

School volunteers are included in the school’s liability insurance policy. Personal items that are lost, stolen or damaged are not covered under any school insurance. Volunteers are advised to leave valuables at home or securely lock them in an assigned area of the school.

TRANSPORTING CHILDREN

Check with the building principal regarding the alternative vehicle policy, which might allow you to transport children to and from school events. This policy must be followed judiciously to avoid liability. You assume liability if you transport school children in your own vehicle without following procedures and obtaining the permission of the school district.

NONDISCRIMINATION

It is the policy of the Fortine School that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or

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other program or activity because of the person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability or handicap as required by State laws.

INJURIES & ACCIDENTS

Injuries to the volunteer or others must be reported immediately to the school office. If an injured child cannot be taken to the office, send someone for help immediately. Injured children should be watched closely.

BLOOD BORNE PATHOGENS

In the event of a life-threatening situation, please read and follow the guidelines below.

1. Universal Precautions – Please treat everyone's body fluids as being "potentially infectious" to you. Don't touch or handle.
2. Fortine School will provide the following materials for handling body fluids. Please ask school personnel for the location of these materials.
 - A. Latex gloves (or others if you have a latex allergy) to use when dealing with blood and/or body fluids.
 - B. Face masks.
 - C. Sharps containers (for contaminated sharps, examples: needles, syringes, contaminated broken glass, etc.).
 - D. Blood borne pathogen disposal containers, "Anything blood soaked (drippable or squeezable) should be discarded in a biohazard container." If blood/body fluids are noted, contact the principal or custodian so proper clean up can be accomplished.
3. Wash your hands regularly with soap and warm water-please turn off water tap with a dry paper towel. Also, wash your hands and other skin surfaces immediately after protective glove removal or contact with blood, body fluids and drainage from wounds or garments, objects and surfaces soiled with body fluids.
4. See that contaminated surfaces are cleaned and disinfected properly (gloves and special products are available in the school for this purpose). Please see the principal or custodian for assistance.
5. If you experience an exposure incident:
 - A. Immediately wash the skin area exposed to body fluids with soap and running water. If it is in the eye or mouth, flush with water.
 - B. Contact the teacher or Principal.

An exposure incident is defined as direct contact of an individual's broken skin, mouth, eye or other mucous membrane with potentially infectious material (blood and/or body fluids if they contain blood)..

