

VOLUNTEER HANDBOOK

UPDATED 12/3/2021



LOLO SCHOOL DISTRICT #7

TO: All Lolo School Volunteers

RE: Important Information for Volunteers – Required Reading

Welcome and thank you for volunteering at Lolo School! We hope you have an enjoyable experience participating in the District's education program and related activities.

The following information provides you with volunteer rules and guidelines for working with children as well as general safety tips to help protect you and the children you serve. Please read the enclosed information carefully. You can keep the handbook for your convenience and future reference. Once you have read the information and agree to the statements made, **please sign the two enclosed forms and return them to the school's office.** The forms must be received and approved prior to your volunteering.

If you have any questions, contact the main office or call the principal at the school in which you are volunteering.

Again, thank you for your willingness to support and work with Lolo School's students!

Lolo K-4 Elementary School 273-6686
Shawna Kientz, Principal

Lolo 5-8 Middle School 273-6141
Kerrie Schneider, Principal

Lolo K-8 Schools 273-0451
Dale Olinger, Superintendent
Kathy McDonald, Administrative Assistant

GENERAL INFORMATION

1. Because student safety is of paramount concern, Lolo School District requires a criminal record background check of any school volunteers with regular unsupervised access to children. It is rare a volunteer has regular unsupervised access to children, thus making it rare that a full criminal background check is required. Nevertheless, for all volunteers Lolo School District requires its volunteers to complete and submit to a school office the School Volunteer Disclosure Form (at end of this information packet).
2. Lolo School District does not compensate volunteers.
3. The District's "General Liability Insurance" protects you as an insured in the extremely rare chance an accident occurs as a result of your negligence while volunteering for the District.
4. The District's "Workman Compensation Insurance" does protect you in the unlikely event you may be injured while volunteering for the District. If such injury should occur, please fill out an accident report found at each school's office.
5. The District's "Automobile Insurance" provides only secondary coverage in the event you or your passengers are injured in an automobile accident while volunteering for the District and driving an auto the District does not own. Your personal policy limits must be first exhausted either by settlement or judgment before the District's policy will respond. You will be asked, for both your own and your children's protection, to show proof that you carry automobile liability insurance before transporting children.
6. The District needs to be sure volunteers working with its children are good role models. The District may conduct reference/background checks or consult the appropriate legal services for the protection of the students.
7. **CONFIDENTIALITY.** You may learn or hear information about students that is confidential. **Remember not to talk about students with anyone,** as it could violate FERPA (Family Educational Rights and Privacy Act). Talking about students can be damaging if certain information is shared.
8. Volunteers are required to have school identification cards. Please see your supervisor or the school secretary for obtaining your volunteer identification.
9. Upon arrival to the school, check in at your school office (if during the school day) or with your supervisor.
10. If working with students during the regular school day, please visit with your supervisor or see the school secretary to review the emergency evacuation and other related safety procedures.

11. If possible, contact your supervisor ahead of time for instructions regarding what he or she expects from you. If you are going to volunteer for this supervisor for an extended period of time, a routine can be established with verbal or written instructions ahead of time.
12. Report your absences. If you are not going to be able to come, for any reason, please notify the supervisor or office as soon as possible. The supervisor is depending on your help and my need to change what he or she had scheduled.
13. Student conduct. The school has consistent general behavioral expectations of its staff and students. Check with your supervisor to review such expectations and how to address student issues.
14. Volunteers should not bring other children with them during their volunteer time.

General Safety Tips

1. To protect yourself and the student, always work with a student in groups of three or more, if possible. Do not get involved in one-on-one contact with a student when there are no other observers around.
2. If you are having discipline problems with a student, please take the student to the supervisor immediately.
3. If the student is injured or complains of illness, ask nearby individuals for assistance and to immediately go to the office for assistance. All Lolo SD staff members are trained in First Aid/CPR/AED usage. Do not leave the student. Do not move the student if there appears to be risk of head or back/limb/neck injury. If a minor injury, you may take the student to the office. Do not try to doctor the child. If there is any blood or vomit involved, do not try to clean up the mess yourself. The School's Secretary will have a custodian clean up the area and dispose of the bodily fluids appropriately.
4. If you feel uncomfortable about any situation or performing any duty that is asked of you, please inform the teacher, coach, or supervisor immediately.
5. Perform all duties in as safe a manner as possible (i.e., always use appropriate lifting procedures when lifting heavy objects, do not climb onto unstable furnishings to reach high places, watch out for spills or other items that may cause dangerous conditions.)
6. If you need assistance in a classroom with a heavy or cumbersome object, ask for assistance from a staff member or contact the office for custodial assistance.
7. Whenever you see a potentially dangerous situation or school condition, please inform your supervisor and/or contact the Principal's office immediately.

TIPS FOR WORKING WITH CHILDREN

1. A friendly relaxed attitude creates the best atmosphere for learning!
2. Greet children in a friendly fashion each time you see them.
3. Be as consistent as possible with your behavioral expectations when working with students. **Lolo School District consistently teaches the “3 R’s”: Respectful, Responsible, Ready to Learn. See your supervisor for more specific details for your learning/teaching area/s.**
4. Only promise what you know you can fulfill.
5. Have realistic expectations for each student.
6. Keep your explanations few, short and clear.
7. When introducing something, demonstrate it so the student knows what you expect.
8. Recognize students need to know boundaries. They can learn best when they have the security of knowing what is expected of them.
9. Be honest. It is fine to say “I don’t know” if you don’t.
10. Give students thinking time. When you ask a question make sure you allow students time to think and organize what they want to say.
11. Try to learn the students’ names and use them.
12. Give honest and specific praise for all successes. (“I like how you read so confidently.”)
13. Listen carefully to what the students want to tell you.
14. Remember what is important to students
15. Refer behavioral problems to the teacher/your supervisor.

Field Trip Volunteer Rules and Guidelines

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

1. All school rules apply on District-sponsored events. Chaperones are expected to abide by District policies and procedures, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during Lolo School District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs (including medical marijuana) or alcohol and may not use tobacco in the presence of or within the sight of, students.
 - may not possess any weapon.
 - may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you at all times. Account for all participants regularly and before changing activities. Know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. When appropriate, and with help from your supervisor, review rules and standards of behavior, safety rules, and any site specific rules with students. Ensure students do not get involved in activities not preapproved by administrators and parents.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal.
7. The District prefers not to have chaperones transport students. However, if it becomes necessary, chaperones who transport students in their personal vehicle must complete the District Private Transportation for School Activities form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.

8. Emergency and Medical Situations

If you have ANY questions – contact the office for assistance.

Every school has emergency situations which happen from time to time. As a result, Lolo School District has procedures for responding to emergency situations and provide emergency response familiarity training for its regular staff members (First Aid, CPR, AED, etc). A red emergency procedures book is located in each classroom and various other work areas. Red emergency procedure books are located in each classroom and office area. Each room has an evacuation map located near the doorway.

Lolo School District expects its regular staff to use the training it provides for First Aid, CPR, AED usage, and all employees or volunteers to use their personal training and common sense during emergency situations. ASK FOR HELP from nearby classroom teachers, other personnel, and the school office during emergency situations.

For student injuries:

- Without leaving the student, contact the office with your cell phone or any other means available for assistance.
- Provide care to your student as the situation demands. If not a serious injury, escort or have the student escorted to the office. If serious injury, do not try to move the student unless you have to – request assistance from the office.
- If a serious injury and unable to contact the office/gain help, call 911 for assistance.
- Minor injuries? Call the office first and then send a student with a minor injury/illness to the office or nurse. Send a supervising adult or responsible student if needed for assistance.

Location of First Aid/AED Kits

First Aid Kits are located:

1. District Office copy room (Building 5)
2. K-4 Secretary office (Building 2)
3. 5-8 Secretary office (Building 6)
4. School Nurse's office (Building 2)

Automated External Defibrillators (AED'S) are located:

1. District Office copy room next to the first aid kit (Building 5)
2. K-4 office (Building 2)
3. Upper gym (Building 2)
4. Lower Gym (Building 4)
5. 5-8 Principal's office (Building 6).

All staff should be aware of the location of these resources (see attached building maps) if an emergency should require their use. All first aid/CPR certified staff have received AED usage training.

As always, 911 should be contacted immediately and as soon as practical the office should be notified for possible assistance, support and further action.

Volunteer Information/Sign-Off Pages

Volunteer Name: _____

Volunteer Address: _____

Volunteer Contact Phone: _____

Area/s of volunteering and supervisor/s:

Will you have unsupervised work with children? (requires background check) Yes / No

Emergency contact person (name/contact phone):

Volunteer social security number (for work comp coverage): ____ - ____ - ____

I acknowledge that I have received the copy of the Volunteer Handbook, have read the information, rules and guidelines, and agree to comply with the rules and guidelines as a school volunteer.

 Volunteer Signature

 Date

Supervisor sign off/date: _____ Principal sign off/date: _____

Background check needed (Principal indicates)? Yes / No

Date conducted: _____

Superintendent approval/date: _____

Principal confirmation initial/date _____

Lolo School District

VOLUNTEER DISCLOSURE STATEMENT **YOU MUST ANSWER ALL EIGHT (8) ITEMS ON THIS FORM.**

Applicant/Volunteer Name (Please Print)

1. Check any of the following for which you have been convicted, including any of these crimes as they may have been renamed: *(the term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred prosecution, or suspended sentence occurred).*

- | | |
|---|---|
| <input type="checkbox"/> Deliberate homicide | <input type="checkbox"/> Robbery |
| <input type="checkbox"/> Mitigated deliberate homicide | <input type="checkbox"/> Sexual assault |
| <input type="checkbox"/> Negligent homicide | <input type="checkbox"/> Sexual intercourse without consent |
| <input type="checkbox"/> Aiding or soliciting suicide | <input type="checkbox"/> Indecent exposure |
| <input type="checkbox"/> Vehicular homicide while under influence | <input type="checkbox"/> Deviate sexual conduct |
| <input type="checkbox"/> Assault | <input type="checkbox"/> Incest |
| <input type="checkbox"/> Aggravated assault | <input type="checkbox"/> Prostitution |
| <input type="checkbox"/> Intimidation | <input type="checkbox"/> Promoting prostitution |
| <input type="checkbox"/> Negligent vehicular assault | <input type="checkbox"/> Aggravated promotion of prostitution |
| <input type="checkbox"/> Partner or family member assault | <input type="checkbox"/> Endangering welfare of children |
| <input type="checkbox"/> Criminal endangerment | <input type="checkbox"/> Unlawful transactions with children |
| <input type="checkbox"/> Negligent endangerment | <input type="checkbox"/> Unlawful attempt to purchase or possession of intoxicating substance |
| <input type="checkbox"/> Partner or family member assault | <input type="checkbox"/> Sexual abuse of children |
| <input type="checkbox"/> Assault on peace officer or judicial officer | <input type="checkbox"/> Violation of order of protection |
| <input type="checkbox"/> Assault upon sports official | <input type="checkbox"/> Ritual abuse of minor |
| <input type="checkbox"/> Assault on minor | <input type="checkbox"/> Interference with parent-child contact |
| <input type="checkbox"/> Assault with weapon | <input type="checkbox"/> Aggravated interference with parent-child contact |
| <input type="checkbox"/> Assault with bodily fluid | <input type="checkbox"/> Parenting interference |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Criminal mischief |
| <input type="checkbox"/> Malicious intimidation or harassment relating to civil or human rights | <input type="checkbox"/> Negligent arson |
| <input type="checkbox"/> Unlawful restraint | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Kidnapping | <input type="checkbox"/> Burglary |
| <input type="checkbox"/> Aggravated kidnapping | <input type="checkbox"/> Public display or dissemination of obscene material to minors |
| <input type="checkbox"/> Custodial interference | <input type="checkbox"/> Obscenity |
| <input type="checkbox"/> Subjecting another to involuntary servitude | |
| <input type="checkbox"/> Trafficking of persons for involuntary servitude | |

- ☐ **CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.**

Principal confirmation initial/date _____

2. Check any of the following if you have ever been convicted of these crimes relating to financial exploitation where the victim was a vulnerable adult (*defined as adults of any age who lack the functional, mental, or physical ability to care for themselves*).

☐ Theft
☐ Robbery

☐ Forgery
☐ Any of the foregoing crimes as they may have been renamed

☐ **CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.**

IF YOU CHECKED ANY OF THE BOXES IN QUESTIONS 1 AND 2, INDICATING THAT YOU HAVE BEEN CONVICTED OF A CRIME (AS LISTED OR RENAMED), PLEASE ATTACH AN EXPLANATION.

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

☐ YES ☐ NO

4. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?

☐ YES ☐ NO

5. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor, or to have physically abused any minor?

☐ YES ☐ NO

6. Have you ever sexually or physically abused any minor or developmentally disabled person?

☐ YES ☐ NO

7. Have you ever been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?

☐ YES ☐ NO

8. Are you presently charged with, but not convicted of, any of the crimes or offenses described in Questions 1 through 7 above?

☐ YES ☐ NO

IF YOU ANSWERED YES TO ANY QUESTIONS 3 THROUGH 8, PLEASE ATTACH AN EXPLANATION.

I certify under penalty of perjury under the laws of the State of Montana that the foregoing is true and correct.

 Signature of Applicant/Volunteer

 Date

Principal confirmation initial/date: _____