

Johnstonville School's Volunteer Handbook

2023-24



***ALL Grizzlies are ENGAGED, EMPATHETIC,
EMPOWERED, and EDUCATED.***



Welcome to Johnstonville Elementary School District! We appreciate your time and effort in helping to make Johnstonville a welcoming educational environment for all students. In this handbook, you will find important information that will make your volunteer service successful and rewarding.

Why Volunteer?

By volunteering, you...

- enrich and enhance students' learning.
- support teachers in offering more individual attention to their students.
- provide individuals an opportunity to participate in a variety of activities within the school.
- promote and strengthen the partnership among families, the community and Johnstonville school.

Volunteering is an opportunity for you to show children . . .

- your interest in their school life.
- your commitment to the community.
- your belief that education is a partnership between family and school.
- your belief that learning is a lifelong process.



OVERVIEW

Types of Volunteers, Requirements, and Application:

A volunteer is a parent, community member, or other adult who assists school staff in enhancing our student's educational experiences before, during, or after-school hours. There are two types of volunteers at Johnstonville. The first is a one-time campus volunteer/visitor and the second is a continuous volunteer.

A one-time campus volunteer/visitor is an individual visiting Johnstonville for a short period of time. This person has no unsupervised exposure or contact with children. Examples include guest readers, guest speakers, one-time volunteers/visitors for school or classroom events such as Read Across America Day, and parents who attend school to eat lunch with, or to participate in a parent-involvement activity with, their children.

One-time Volunteer/Visitor Requirements:

- Be sponsored by a Johnstonville employee and approved by Dr. Smith.
- Sign in/out of the front office, wear an identification badge, and return the badge at the end of your time on campus.
- Present a form of current, government-issued photo identification.
- NOTE: An Application is NOT Required for a one-time volunteer/visitor.

A regular volunteer is primarily supervised by a JESD staff member, but may have brief periods of working alone with students or out of the sightline of District staff. This may include working at a table with a small group of students, parent volunteers on a field trip where the class is split into smaller groups, escorting small groups of students from the classroom to other locations on campus, and mentoring activities.

Regular Volunteer Requirements:

- Be sponsored by a Johnstonville employee and approved by Dr. Smith.
- Sign in/out of the front office, wear an identification badge, and return the badge at the end of your time on campus.
- Present a form of current, government-issued photo identification.
- Read Johnstonville's Volunteer Handbook.
- Submit signed Volunteer Application.
- Have a clear tuberculosis risk assessment/test.
- Clearance of Live Scan Fingerprints through the Department of Justice (DOJ) & FBI as noted in district policy.

Standard of Conduct:

By volunteering with Johnstonville, you have a responsibility to the district and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is to ensure our students continue to receive a rigorous learning environment that fosters student academic, behavioral, and socioemotional growth. Generally speaking, we expect each volunteer to act in a mature and responsible manner at all times. District standards of conduct and personnel policies include, but are not limited to:

- Observing safety rules at all times.
- Treating fellow volunteers, teachers, students, parents, and administration with respect and kindness.
- No possession of any dangerous object. Remember Johnstonville serves children from four through thirteen years of age. What is appropriate for a thirteen year old is not necessarily appropriate for a four year old.

- The maintenance of a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of state and/or federally-controlled substances while volunteering; use, possession, or sale of state and/or federally-controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal from volunteer service and possible law enforcement notification.
- This is a tobacco-free campus. Tobacco products, including vaping devices, shall not be used on Johnstonville's premises.
- No soliciting or selling of products, services, etc. on Johnstonville property.
- Refraining from proselytizing in regard to religion or politics on Johnstonville property
- Maintaining the confidentiality of all personnel and privileged information.

POLICIES AND PROCEDURES THAT ALL VOLUNTEERS SHOULD KNOW

Check-in and Check-out:

Stop by the front office immediately upon entering school. Volunteers and all school visitors are asked to check in each time they visit the school. For security reasons, and in case of an emergency, it is important for the office staff to know who is on campus and why. Check-in procedures should be explained to you prior to, or on your first day, as a volunteer. School office staff can answer any questions you have about the check-in/check-out procedures. Please return to the office to check out to help us keep our campus population count accurate.

Identification:

Johnstonville's volunteers are required to wear an identification badge when on campus. This allows staff to quickly distinguish individuals who are allowed on campus from those who are not. When you check in at the school office, you will be provided with a volunteer badge to wear, each time you volunteer. Please be sure to dispose of the badge when you check out in the office.

If You Must Cancel:

Volunteers are asked to commit to a specific time(s) and day(s), as teachers need to know they can count on you. If you are unable to volunteer on a given day, or if you will arrive late, please contact the teacher you are working with as soon as possible.

Interaction with Students and Staff:

Volunteers should not telephone, email, or "friend" (i.e., on a social networking site) students, visit them at their homes, or meet students off school grounds. In addition, when working with students, whether individually or in small groups, we recommend you work in a highly visible area. This is not only for the protection of students, but volunteers as well.

- Volunteers should not take pictures of students, nor share pictures of students on social media sites.
- Volunteers should not diagnose student needs, make final evaluations on student achievement, counsel students, or discuss student progress with parents.
- Do not exchange gifts or phone numbers with students.
- It is not always in the best interest of a child to have parents, grandparents, guardians, etc., volunteer in their classroom. Therefore, volunteers may be utilized in classrooms other than those in which their children are enrolled.
- *Please note that, at the discretion of administration, failure to follow these procedures or school rules could result in removal as a school volunteer.*

Suspected Child Abuse or Neglect:

Volunteers should report to the staff member they are working with if they have any reason to believe a student has been abused or neglected.

WORKING WITH STUDENTS

As you observe and work in the classroom, you'll notice that instruction is delivered in many ways. Changes in technology, new jobs, and career requirements have changed the way teachers teach and students learn.

Students learn by:

- Doing, not by observing
- Asking questions and searching for answers
- Discovering, experimenting, and repeating experiences which build confidence
- Using all senses whenever possible

Volunteers can help students and staff by:

- Creating a relaxed, friendly atmosphere for learning
- Learning student names and using them often
- Listening carefully to the students
- Accepting students as individuals
- Being patient; refer disciplinary problems to the teacher or Dr. Smith.
- Silencing cell phones while in the school
- Being aware of limitations on staff time and tight classroom schedules
- Dressing appropriately for the specific volunteer task
- Asking students to call you "Mr." or "Mrs./Ms." rather than by your first name
- Following all school policies and procedures

Ways to Work with Students:

- Relax and be yourself
- Be friendly toward all students
- Be pleasant and interested in the students' activities

- Encourage students to do activities to the best of their ability
- Praise individual students for a job well done
- Encourage positive behavior by making note of students who are doing things correctly
- Remember that a student often responds better to suggestions, rather than commands
- Proceed at the student's own rate of speed
- Don't do for a student what they can do for themselves.
- Be flexible
- Be patient

Words of Encouragement Samples:

- I can tell you worked really hard on that!
- You are getting so much better each time!
- I appreciate what you did.
- You did a great job of handling that situation.
- I see.
- Tell me more.
- How about that?
- I like the way you are working.
- Good thinking. Very creative. How impressive!
- Now you've got the hang of it!
- That's a great observation.

OTHER POLICIES

Discipline:

Classroom teachers and school administration are responsible for student discipline. Rules and procedures related to student discipline have been established by the school and individual classroom teachers. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining classroom learning environments. Your volunteering with the District assumes an obligation to maintain confidentiality. It is essential that you do not share any information about students, even

with your own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.

Dress Code and Appearance:

Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that your attire be clean and neat. T-shirts with logos depicting tobacco, alcohol, or firearms are prohibited for volunteers as well as students. As a general guideline, if a shirt shows your stomach when you raise your hands over your head, it is too short; and skirts, dresses, or shorts should extend below your fingers when your arms are held at your side.

Office Machines:

The staff appreciates volunteers helping teachers prepare classroom materials. Volunteers should be trained on the correct usage of all office equipment. It is also very helpful if volunteers are willing to step aside and allow teachers or office staff to interrupt them and use machines during recess or on occasions when staff members need immediate access to machines or equipment at school. District equipment is only to be used for educational/school purposes. They are not for personal use. Volunteers may use technology that is located in classrooms as directed by the teacher. Volunteer flexibility and cooperation in this area is greatly appreciated. All volunteers shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyright materials. Johnstonville will not provide any legal support to any volunteer who violates copyright laws.

Parking Lot:

Great care must be taken and drivers must watch closely for students and others at all times when driving in school parking lots. You should also check with the school office for information on where you should park.

Personal Phone Calls:

Cell phones are to be placed on vibrate or silent mode during your volunteer time. Personal phone calls should be made off campus to avoid disruptions. Volunteers *shall not* photograph or video students unless they have permission from site personnel.

Theft:

Items purchased or supplied by Johnstonville should not be removed from school sites without the express authorization of administration. It is highly recommended that volunteers not bring excessive amounts of money or valuables on campus. You may place any personal items, such as a purse, in a locker located in the "Den." Johnstonville School is not responsible for personal items lost or stolen.

Areas of Caution:

Some actions, even with good intentions, are common trouble areas.

- Do not ask a single student to come early to set up for a class or activity.
- Do not give a gift to a student at school, exchange phone numbers, or "friend" on social media.
- Do not invite students for social activities outside of school.

May I hug a student?

Some students, particularly younger children, may express affection toward you. Only respond to a student's hug if they initiate first. Do not initiate a hug regardless of the situation. "High fives", knuckles, or handshakes

are preferred. Children should never sit on your lap. Remember to be aware of cultural perspectives regarding boundaries.

Student Injury:

Student safety and well-being are Johnstonville’s top priorities. If a student is injured or requires medical attention, please immediately report to a staff member. Please do not attempt to move the student, lift the student, or provide the student with medical treatment.

LEGAL REQUIREMENTS FOR VOLUNTEERS AND STAFF

Harassment, Intimidation, and Bullying Prevention:

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

Siblings:

Due to liability restrictions, children who are not enrolled at Johnstonville may not accompany volunteers to school for their assignments.

Confidentiality is a legal requirement:

Students at Johnstonville School have the right to expect that information about them will be kept confidential by all staff and volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the [Family Educational Rights and Privacy Act](#) (known more commonly as “FERPA”).

- Each student with whom you work has the right to expect that nothing that happens to or about him/her will be repeated to anyone other than authorized school employees, as designated by administration.
- You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the student’s teacher or administration.
- Parents, friends, or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the student’s teacher or administration. You may not share information about a student even with members of your own family or the student’s family.

VOLUNTEER APPLICATION

One-Time Volunteers/Visitors

One-Time Volunteer/Visitor: Application NOT Required

Regular Volunteers

Regular Volunteer Requirements:

- Be sponsored by a Johnstonville employee and approved by Dr. Smith
- Sign in/out of the front office, wear an identification badge, and return the badge at the end of your time on campus
- Present a form of current, government-issued photo identification
- Read Johnstonville’s Volunteer Handbook
- Submit signed Volunteer Application
- Have a clear tuberculosis risk assessment/test* - Expiration date: _____
- Clearance of Live Scan Fingerprints through the Department of Justice (DOJ) & FBI as noted in district policy*

** Note: Costs associated with tuberculosis screening and fingerprinting are the responsibility of the volunteer.*

Desired Volunteering Location/Rm #: _____

Volunteer Name: _____ Phone #: _____

Email Address: _____

Student Name(s) & Grade(s): _____

Relationship to student: _____

In case of Emergency Contact: _____ Phone #: _____

I am aware that during the course of volunteering, confidential information may be made available to me. I will not disseminate this information within or outside the school community. I understand that my volunteer services are terminable at will either by myself or Johnstonville Elementary School District. I **have read Johnstonville’s Volunteer Handbook** and understand the requirements to volunteer at Johnstonville School.

Volunteer Signature

Date

Superintendent/Principal Approval Signature

Date

* Please do not contact Lassen County Office of Education regarding live scan clearance. Johnstonville School office personnel will be contacting you to provide clearance updates as it becomes available.

Frequently Asked Questions about Volunteer Fingerprinting

Q: Why do regular volunteers need to be fingerprinted?

- To ensure the safety of our students, the district requires any volunteer who may be alone with students to be fingerprinted.

Q: If I have already been fingerprinted elsewhere, do I need to get fingerprinted again?

- Yes. Johnstonville Elementary School District requires regular volunteers to be fingerprinted for our District. Previous employees and teachers who work at other school districts or have been fingerprinted with the Lassen County Office of Education still have to get fingerprinted again with us in order to be approved to volunteer. The only volunteers who do not need to get fingerprinted are current employees of Johnstonville Elementary School District.

Q: How often do I need to be fingerprinted?

- Regular volunteers only need to be fingerprinted one time for the entire time they volunteer in Johnstonville School.

Q: Where do I get my fingerprinting done?

- You may contact the Lassen County Office of Education to set up an appointment for fingerprinting. The Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) will review fingerprints. Each organization has a particular cost. In addition, there is a cost at the Live Scan Center to process the actual fingerprinting. Please talk to Lassen County Office of Education personnel regarding the fees for fingerprinting.

Q: What types of crimes would prohibit a volunteer from working Johnstonville?

- Any, and all, felonies
- Crimes against minors (misdemeanor or felony)
- Possession, sale, or use of controlled substances
- Illegal possession or use of weapons or dangerous objects
- Violent crimes (misdemeanor or felony)
- Burglary or robbery(misdemeanor or felony)

Q: What if the arrest or conviction took place many years ago?

- The Superintendent/Principal will schedule a conference with the volunteer applicant and make a decision on eligibility of service. This decision would be final and cannot be appealed.

Q: How do I know my personal information will be kept confidential?

- All Department of Justice (DOJ) reports are destroyed after a determination of eligibility to volunteer is made. The volunteer database is maintained under the same security measures as employee and student information.