



# MASON-CORINTH ELEMENTARY

**Volunteer Training**

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# TO OUR MCE VOLUNTEERS!

We appreciate your willingness to become a volunteer in the Grant County School District. We believe in the power of parent and community involvement and feel it is an essential part of an effective educational environment. Volunteers not only strengthen the quality of school programs but also provide many students with opportunities to positively interact one-on-one with an adult role model.

Our mission is to produce responsible citizens by providing positive learning through quality comprehensive education for all students. Part of our vision for accomplishing this is through a shared commitment of responsibility of our school, students, home and community. The skills, gifts and love of learning that you bring to our students as a volunteer are a critical part of making our vision a reality. There are many areas in which volunteers can serve. The school in which you are volunteering will inform you of the various areas in which your services are needed.

We want you to remain a member of our volunteer program, so we stand ready to make your experience a meaningful one. If you have questions or need assistance, you may contact your Family Resource Youth Service Center (FRYSC) Coordinator or building Principal at your school.

This Volunteer Handbook is designed to provide you with orientation material concerning school policies, safety and emergency procedures, and general guidelines. Specific information regarding your volunteer assignments and duties will be provided by school personnel.

Thank you for investing in the lives of our students. . . . Our community's future.

*Volunteers do not necessarily have the time; they just have the heart. Elizabeth Andrew*

# VOLUNTEER PROCEDURES

## **Background Check**

State law requires that all school volunteers have a current background check on file with the district. To obtain a background check form, you will need to go to the Family Resource or Youth Service Center. You must have a picture ID when you arrive for completion of the paperwork.

*Please note that the background check can take up to 6 to 8 weeks to be processed. This processed cannot be expedited for any reason.*

## **Sign In/Sign Out**

All volunteers must sign in and sign out each time they volunteer. For the safety and security of students, staff, and volunteers; school officials need to know who is in the school building at all times.

## **Name Tags**

All volunteers and visitors are required to wear a Visitor tag while on site. Visitor tags are available at the front office of each building.

# VOLUNTEER PROCEDURES CONTINUED

## **Participation/Confidentiality Statement**

Volunteers will sign the Volunteer Participation/Confidentiality Statement when completing the background check form.

## **Volunteer Confidentiality**

Schools are required by the Family Education Rights and Privacy Act (FERPA) and the Kentucky Family Education Rights and Privacy Act (KERPA) to keep student information confidential. Confidentiality means all school volunteers protecting all school records and personally identifiable information about a student.

## **What are school records?**

- Student grades
- Health information
- Attendance reports
- Conduct reports
- Court records
- Test scores and results
- Application and status for state and federal assistance

# VOLUNTEERS PROCEDURES CONTINUED

## What is personally identifiable information?

- Student and family names and addresses.
- Student Social Security or school identification number.
- Descriptions about the student or situations in which the student has been involved.
- Any information, including behavior, which is shared with others which makes it possible to identify a student.

## What can happen to someone if they share confidential student information?

A parent may file a formal complaint with the Office of Civil Rights (OCR). The OCR will investigate the matter and make a ruling that could include federal funds being withheld from the district. Parents may also take legal action against the district, individual employees, and/or volunteers.

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# THE VOLUNTEER PROGRAM

## Who Can Volunteer?

*Parents, Grandparents, Family Members, Community Members, & Retired Persons!*

- ❖ Mason Corinth Elementary School volunteers recognize that children are our greatest resource, are willing to accept supervision as well as responsibility, understand and appreciate the work of the school staff, and serve as mentors and role models for our students.
- ❖ A volunteer is many things: an extra pair of hands, an extra smile seen throughout the day, a valuable resource for classroom enrichment, and a bridge between our school program and the community. We cannot buy what volunteers give our schools. It is the intent of Mason Corinth Elementary to utilize volunteers to enhance our educational programs.
- ❖ As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible positive experiences for each child enrolled at Mason Corinth Elementary. This Volunteer Handbook has been created so that you can be more effective and better understand your role as a school volunteer.
- ❖ Volunteers work under the direction and guidance of school personnel. They will not replace salaried staff, nor will their presence mean that fewer staff members will be needed.
- ❖ We would like to take this time to thank you for volunteering in our schools. Your willingness to be involved is truly an asset to our school district.

# EMERGENCY PROCEDURES

**Fire Drills:** An alarm will sound and you are to leave the building by the nearest exit. If you have a child with you, stay with that child outside until the principal, assistant principal, guidance counselor or teacher finds you.

**Severe Weather Drill:** Go to the nearest classroom with no exterior walls or follow any group of students going to a safe area. If time permits and your student know where his/her safe area is, you may go there. Once in a safe area, follow instructions of the teacher.

**Liability Coverage:** The Grant County School District carries liability coverage on all staff and volunteers in the district.

# EMERGENCY PROCEDURES CONTINUED

**Lock-Down Drill:** We have two types of safety lockdowns:

The first is utilized when the threat is off campus but nearby. We respond to this type of threat by calling for a “Secure in Place” lockdown:

1. An announcement is made over the schools public address system that we are now in a “Secure in Place” lockdown.
2. All entry and exit doors are locked. No one enters or leaves the building.
3. All outside activities are cancelled.
4. The fire alarm is ignored unless you see or smell smoke.
5. Instruction carries on as normal.

The second type of lockdown occurs when the threat is on-campus. We respond to this type of threat by giving specific information about the nature of the threat and announcing that the school is now in an “ALICE Lockdown” over the public address system of the school.

Steps for an “ALICE Lockdown”:

1. An announcement is made over the public address system of the school giving details of the threat and announcing that the school is now in an “ALICE Lockdown.”
2. Teachers lock all classroom doors. All students are kept in the classroom.
3. All exterior and interior windows are covered.
4. Ignore the fire alarm unless you see or smell smoke.
5. Doors are not opened until the all clear is given.

During this type of lockdown, teachers are to follow the instructions given in their emergency procedures guide.



# VOLUNTEER EXPECTATIONS

## **Tobacco Products**

Grant County is a tobacco free zone. The use of any tobacco product is prohibited in the building or on school property including outdoor facilities.

## **Drugs/Alcohol**

Grant County School District is a drug-free/alcohol-free school. Violations of the drug-free/alcohol-free policy may result in the notification of law enforcement officials.

## **Weapons**

Except for authorized law enforcement officials, the Grant County Board of Education specifically prohibits the carrying of concealed weapons on school property. This policy applies to students, staff members, volunteers, and visitors to the school. Violations by volunteers and visitors will be reported to a law enforcement agency.

# VOLUNTEER EXPECTATIONS CONTINUED

## **Be dependable**

The students count on you. The teachers count on you. All are disappointed when you are not there.

## **Be punctual**

The entire school revolves around schedules. Tardiness is wasted time and can be a disruption to the classroom.

## **Be a good model**

Dress in a manner that requests respect. A neat appearance makes a positive impression.

## **Maintain confidentiality**

You may be in the position to know about test scores, hear stories of an embarrassing nature or observe situations that should remain confidential.

## **Communicate with staff**

When you are unsure about your task, ask for help. When you don't understand something, ask why? When you have a problem, talk it over with the your FRYSC Coordinator or Principal

## **Respect instructional time and refrain from the following activities:**

- Idle gossip
- Answering or making phone calls in the hallways and classrooms
- Interrupting teachers

# VOLUNTEER EXPECTATIONS CONTINUED

## **Report discipline – not enforce**

Volunteers should intervene only if the safety of a student is in question, however, volunteers should not discipline students.

## **Be yourself**

Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.

## **Maintain a position of responsibility at all times**

Do not let friendships or neighborly relations interfere with your role as a school volunteer.

## **Be aware of and sensitive to the unique gifts and needs of each individual student**

This is critical at all age levels.

## **Encourage and praise student when appropriate**

This may be the only kind word a student hears. We want to promote good self esteem.

## **Have fun and be proud of yourself**

You are making a difference in the lives of our children.

# VOLUNTEER EXPECTATIONS CONTINUED

## IS THERE ANYTHING VOLUNTEERS SHOULDN'T DO?


- Yes!! The professional staff at your school is responsible for everything that goes on in your building, including student instruction, safety and discipline. Volunteers supplement and support the system, but they may NOT:
  - ❖ Volunteers should not break confidentiality of what is observed in the school.
  - ❖ Volunteers should not provide curriculum or teaching plans.
  - ❖ Volunteers should not discipline students.
  - ❖ Volunteers should not have access to materials in students' permanent record (psychological records, grades, health history, etc.)
  - ❖ Volunteers should not evaluate achievement or discuss student progress.
  - ❖ Volunteers should not counsel students.
  - ❖ Volunteers should not work outside of the scope of the duties they have been asked and trained to perform.

# FIELD TRIP CHAPERONE GUIDELINES

- ❖ A current approved **Grant County Schools background** check must be on file as defined by the Grant County Board of Education policies.
- ❖ **Due to all field trips being educational, no siblings (younger or older) are permitted to attend the school sponsored trip.**
- ❖ **If you attend a Grant County Schools' field trip and do not have an approved background check, your child will be signed out and receive an unexcused absence from school. You and your child will not be permitted to participate in group activities or ride the school provided transportation back to school.**
- ❖ Chaperones will adhere to the District Student Code of Conduct dress code guidelines.
- ❖ Report on time and make sure you are aware of specific meeting places arranged by the teachers.
- ❖ No tobacco or alcoholic beverages are permitted on field trips or on school grounds.
- ❖ **IMMEDIATELY report ANY PROBLEMS** directly to the teacher.
- ❖ Limit cell phone use to emergencies only.
- ❖ **Photographs of students that you are not the parent and/or legal guardian of are prohibited to be posted on any social media.**
- ❖ Do not purchase any items, either souvenirs or food, for your child or any other child in your group unless it has been pre-arranged with the teacher in charge.
- ❖ Medical and other issues are confidential and may not be shared with anyone.
- ❖ Medication will only be administered to students by medically trained school personnel.

# FIELD TRIP CHAPERONE GUIDELINES

- ❖ Always stay with at least one other group. Never be alone with students without another adult present.
- ❖ Follow all rules of the site you are visiting and follow assigned agenda activities.
- ❖ Be responsible for the group of students assigned to you and **monitor student behavior**.
- ❖ Chaperones are to assure that students are supervised at all times, be sure to ask another adult **within your group** to monitor your students even if you take a bathroom break.
- ❖ Never allow students to wander away from the group. It is always a good idea to keep a head count of your assigned group throughout the day.
- ❖ If overnight stay is required, same gender rooms only.



In order to receive credit for completing the Volunteer Training Module please click the Volunteer Training Signature Page link located below the Volunteer Training Link and initial the 5 statements, sign both confidentiality forms, and answer the 3 questions on the Google form.

Thank you!