

# **Elcho School District Volunteer Handbook**

## **DEFINITION**

A volunteer is defined as an individual performing services for the School District who does not receive compensation for his/her services. 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 nonacademic 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 Elcho School District is supervised and managed by the district Administration Team, under the direction of the Board of Education. 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 school at 275-3225.

### **Volunteer Positions**

Volunteer activities in the School District of Elcho 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, and do require that a criminal background check be done. Items listed below are meant to give volunteers an idea of the areas where their service could be used. This list is not comprehensive and any questions about activities not listed here should be directed to the administrator in each building.

- \* 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 student, tutoring individual students or small groups, helping with special projects, etc.),
- \* Helping with special events in the schools (carnivals, 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 School District staff members, but may not be directly supervised by those staff members. Volunteers who will participate in the activities listed below or hope to volunteer in any area where they may be with students in an unsupervised capacity must agree to a background check by the Elcho School District. Volunteers may indicate acceptance of this condition on the last page of this handbook, which should be turned in to the administrative secretary. Examples of unsupervised activities are:

- \* Volunteer athletic coaches and advisors of other extracurricular activities,
- \* Chaperones of field trips where no staff person is attending (FFA field trips, etc.),

- \* 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 by the District Administrative personnel. 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 and Confidentiality**

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

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

### **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 school office as soon as possible.

### **Sign-In**

All visitors to the schools, including volunteers, are required to report to the office each time they visit during normal school hours. At that time, volunteers will be given a badge to wear. The badge will signify to the staff that a volunteer is in the building and to the students that there is one more caring adult available to them. If a volunteer is seen in the building without a badge, that volunteer will be asked to go immediately to the building office to check in.



## **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 should never 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 school building administrator.

**Interrogate Students or Investigate Problems** - Please report any problems to a staff member or school building administrator.

**Administer Medications** - Please refer any matter to the school nurse or building office.

**Cleanup 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.

## **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, guidance staff or school nurse should be sought out under these circumstances.

**Discipline** - Each student has a right to educational opportunities. Discipline, as administered in the Elcho School District in conjunction with the home, is designed to produce behavioral changes that will enable students to develop the self-discipline that is necessary to function successfully in their education and social environment. The major objective discipline in the schools is to teach the following concepts for living:

- 1) Respect for the rights, dignity, and safety of all individuals within the school and community
- 2) Respect for law and observance of school district policies, procedures and local regulations
- 3) Respect for public and private property rights. Student behavior that unduly disrupts class work, involves substantial disorder, or invades the rights of others will not be tolerated.

## **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 Elcho School District that no person may be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or 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 S. 118.13, Wisconsin Statutes.

## **Injuries and 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.

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.

## **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. Elcho School District provide the following materials for handling body fluids. Please ask school personnel for the location of these materials.
  - A. Vinyl gloves to use when dealing with blood and/or body fluids.
  - B. Face masks
  - C. Impenetrable gowns,

- D. Sharps containers (for contaminated sharps, examples: needles, syringes, contaminated broken glass, etc.)
- E. 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 cleanup can be accomplished.

3. Wash you 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 your 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 building 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).

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## **VOLUNTEER AGREEMENT**

### **CRIMINAL BACKGROUND INVESTIGATION**

It is the policy of the Elcho School District to require all unsupervised volunteers to complete this Disclosure Statement. Subsequently, the Elcho School District will complete a criminal record check for conviction(s) and pending charges through the Wisconsin Department of Justice.

**NAME:** \_\_\_\_\_  
(Last) (First) (Middle)

**SEX/RACE:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN (e.g. MAIDEN NAMES):**

\_\_\_\_\_

### **AUTHORIZATION AND RELEASE STATEMENT**

I authorize the Elcho School District to review my personal background. I consent to having the Elcho School District conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the Elcho School District. I understand that the Elcho School District will verify the information I have provided above. I hereby release the District, its boards and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

I have read, understand, and accept the policies written in the Volunteer Handbook.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

