

**BLOOM-CARROLL
LOCAL SCHOOL DISTRICT**



VOLUNTEER HANDBOOK

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VOLUNTEER INFORMATION SHEET / VOLUNTEER AGREEMENT (last page of this handbook)

This form must be completed in full and turned in to the office of the building in which you wish you volunteer for administrator approval/signature. If you have checked an area requiring criminal background checks, **which is any area you will be working unsupervised with students**, it is **your** responsibility to make arrangements to obtain them. You may have them done at the District office by appointment (at no charge to you) or with any other state authorized agency of your choosing. **Volunteers needing criminal background checks will not be permitted to volunteer until the successful completion and receipt of the criminal background checks.**

2903.01 Aggravated Murder	2907.21 Compelling Prostitution	2919.25 Domestic Violence
2903.02 Murder	2907.22 Promoting Prostitution	2923.12 Carrying concealed weapons
2903.03 Voluntary Manslaughter	2907.23 Procuring	2923.13 Having weapons while under disability
2903.04 Involuntary Manslaughter	2907.25 Prostitution	2923.161 Improperly discharging a firearm at or into a habitation or school
2903.11 Felonious Assault	2907.31 Disseminating matter harmful to juveniles	2925.02 Corrupting another with drugs
2903.12 Aggravated Assault	2907.32 Pandering Obscenity	2925.03 Trafficking in drugs
2903.13 Assault	2907.321 Pandering Obscenity involving a minor	2925.04 Illegal manufacture of drugs or cultivation of marijuana
2903.16 Failing to provide for a Functionally impaired	2907.322 Pandering sexually oriented matter involving a minor	2925.05 Funding of drug or marijuana trafficking
2903.21 Aggravated menacing	2907.323 Illegal use of minor in nudity-oriented material or performance	2925.06 Illegal administration or distribution of anabolic steroids
2905.01 Kidnapping	2911.01 Aggravated Robbery	2925.11 Drug possession (other than minor offense)
2905.02 Abduction	2911.02 Robbery	3716.11 Placing harmful objects in food or confection
2905.04 Child Stealing (former law)	2911.11 Aggravated Burglary	
2905.05 Child Enticement	2911.12 Burglary	
2907.02 Rape	2919.12 Unlawful Abortion	
2907.03 Sexual Battery	2919.22 Endangering children	
2907.04 Corruption of a minor	2929.23 Interference with custody (child stealing)	
2907.05 Gross Sexual Imposition	2919.24 Contributing to unruliness or delinquency of a child	
2907.06 Sexual imposition		
2907.07 Importuning		
2907.08 Voyeurism		
2907.09 Public Indecency		
2907.12 Felonious sexual		

Conviction for any of these offenses is grounds for denial of volunteering privileges.

HELPING CHILDREN GRADES K-12 IS WHAT TEACHING, PARENTING AND VOLUNTEERING IS ALL ABOUT.

Volunteers Make a Difference:

Volunteers can change lives. As a volunteer in the Bloom-Carroll Local School District, you have the opportunity to help children master new skills, achieve higher levels of learning, and give the one-on-one attention children need. You'll also provide the support and involvement in their lives that all children need to become caring, effective adults who will strengthen our community.

We Are All Part of a Team:

Volunteers donate time to help students, teachers, and staff. They work under the direction of the principal and staff member. By inviting parents and community members to volunteer, as a team we can:

- Relieve teachers of many non-teaching duties and tasks.
- Assist teachers in providing more individual help and instruction to students.
- Strengthen relationships and understanding between schools and the community.

Parent groups operate independently from, but within the context of the school. Parent Groups work with the principal, teachers, and staff to organize, support and fundraise for extracurricular and enrichment activities for students and their families.

School Principals have the final authority over what happens in their school, including the volunteer program and parent group activities. Principals are responsible for setting guidelines for volunteers working in the school, developing a positive working relationship with volunteers, and encouraging staff members to utilize volunteer help.

How Do You Get Started?

If you want to volunteer in a local school, or join a parent-teacher organization, contact the individual school directly. Let the school know you want to help and how much time you have available to volunteer. After you have completed and returned the application (at the back of this handbook), your school will provide you with information on available volunteer opportunities. **If you are working directly and unsupervised with children, background checks and Board approval will be required before you may begin volunteering. Contact the Superintendent's Office (614-837-6560) for information regarding criminal background checks and/or to make an appointment to have the checks done.**

Choose the way you want to volunteer. Choose what is right for you:

- Volunteering does NOT mean you have to come every day.
- Volunteering does NOT mean you have to stay at school all day.
- Volunteering does NOT mean you have to volunteer all year.
- Volunteering DOES mean you care.
- Volunteering DOES mean you want to be involved in your child's school experience.
- Volunteering DOES mean you are committed to doing your part to make our school and community a better place to live and grow.

Notes:

VOLUNTEER RESPONSIBILITIES

Identification:

In an effort to increase safety and security, all volunteers need to wear a school identification tag at all times when in the building. Adults not wearing proper identification should be directed to the school office.

Signing In and Out:

Please sign in and out of the building when you volunteer. There will be a volunteer sign-in sheet in the school office, but ask the school secretary if you need help. You will pick up your identification badge at sign-in and return it at sign-out.

Reasons for signing in and out:

- Safety and security of students, staff, parents and community.
- The District includes the number of volunteer hours contributed to your school in the annual report to the School Board and periodically reported to the State Department of Education.
- Volunteer hour statistics may be used in grant applications qualifying under the in-kind contributions.
- Volunteer statistics may be needed for verification of volunteer match grants.

Confidentiality:

Volunteers must protect the teachers' and students' right to privacy. You may not disclose school information or personal matters which you may have overheard. Discuss student problems or concerns only with the teacher, or staff member with whom you are working or with the principal.

Professionalism:

Although the job is a volunteer, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

Dependability and Punctuality:

Students, teachers and staff members rely on the services performed by volunteers. We ask that you contact the school if you are unable to volunteer on your scheduled day. Arrive ahead of time for your volunteer service.

WHEN A TEACHER OR STAFF MEMBER AND VOLUNTEER INITIALLY MEET, THEY SHOULD DISCUSS THE FOLLOWING:

1. Confidentiality
2. Days and times the volunteer will work.
3. Procedures he/she will use to keep in touch (i.e. information meetings, e-mail, or telephone).
4. Alternate plans for days when the teacher is absent and a substitute is in charge of the class.
5. Procedure to follow if volunteer will be absent (who to call, getting a sub to cover for you, etc.)
6. How the teacher will communicate the assignments to the volunteer (folder, note, or other means).
7. Where room materials are kept and the location of a convenient workplace.

8. The teacher's own classroom policies, procedures and rules such as management system, reinforcement techniques and where the volunteer can leave personal belongings.
9. Volunteers should follow teacher and staff instruction during fire and tornado drills, as well as lockdown and lockout procedures.
10. Volunteers should intervene if the safety of a child is in question; however, volunteers should not discipline students.

IF YOU WILL BE WORKING IN ACADEMIC AREAS WITH A STUDENT OR STUDENTS, THE TEACHER AND THE VOLUNTEER SHOULD ALSO DISCUSS:

11. Pertinent background information about the student(s)
12. Special needs and strengths of the student(s) and skills that they need to be developed.
13. Tips for working with the student(s), such as learning style and reinforcement techniques.
14. Alternate plans if student(s) is absent.

Notes:

What Research Says:

According to *A New Wave of Evidence: The Impact of School, Family and Community Connection on Student Achievement* (2002, Henderson and Mapp), students with involved parents, regardless of family income and background are more likely to:

- Earn higher grades and test scores, and enroll in higher-level programs,
- Be promoted, pass their classes and earn credits,
- Attend school regularly,
- Have better social skills, show improved behavior and adapt well to school, and
- Graduate and go on to postsecondary education.

Even students who say they don't want their mom or dad to be at school thrive on additional attention and involvement.

Notes:

WORKING WITH STUDENTS:

As you observe and work in the classroom, you will 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.

Children learn by:

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

Volunteers can help students by:

- Having a relaxed, friendly attitude which creates the best atmosphere for learning.
- Smiling!
- Learning their names and using them often
- Listening carefully to the students
- Accepting students as individuals
- Being patient. Refer disciplinary problems to the teacher or an administrator when necessary.

Notes:

FREQUENTLY ASKED QUESTIONS

Q. Will I always be in the same classroom?

A. Yes. By working with the same group of children and teacher(s) each week, you'll provide consistency and develop a relationship with both students and teacher that will create a more productive learning environment.

Q. What if I can't volunteer on my regularly scheduled day or at the same time of day?

A. If you can't be at school during your scheduled time, contact the teacher as soon as possible to arrange a different day or time that week. Your work is valuable, and the teacher will plan class activities that involve you for that day, so a regular schedule is important.

Q. What if I am sick, and can't come in?

A. Notify the teacher or school secretary as soon as possible.

Q. What if I need to use the restroom?

A. Volunteers should use the staff restrooms. This requirement protects both the students and you. If you don't know the location of a staff restroom, ask the teacher.

Q. Am I required to attend training?

A. Some schools have a training for volunteers in place. If so, your school will let you know when and where to go for the training.

- Q. Do I need to sign in/sign out each time I volunteer?
- A. Yes. Every person who enters the school must sign in and out for each visit. This allows school personnel to know who is in the building at all times.
- Q. Do I need to have a background check if I've had one?
- A. Background checks are required if you are working directly with children. If your background check included both a BCI and FBI check, and was done within the past year, you need only to provide proof of that check. If it's been more than a year, you'll need to have the BCI check done again.
- Q. Who is responsible for paying for the background check?
- A. The District will cover the cost of the BCI check only for volunteers. If you need an FBI check done (If you have not resided in Ohio for the past five years) you will be responsible for that fee.
- Q. May I volunteer in my child's classroom?
- A. Yes. Your presence in your child's class shows you support the efforts of the teacher and the school. There may be times, however, when your efforts will be more beneficial in another class.
- Q. What should I wear?
- A. Wear comfortable, washable clothing appropriate for the classroom and young students. Avoid clothing with advertisements.
- Q. What if I am unfamiliar or uncomfortable with a specific tutoring task?
- A. Be frank with the teacher about your misgivings. You can then be given another task.
- Q. What if I suspect child abuse or neglect?
- A. Report your suspicions to the teacher, principal, school nurse or school psychologist. It is mandatory, under Ohio law, to report any suspected abuse or neglect.
- Q. What if I want to volunteer for other school activities?
- A. Hooray! Let the school secretary or principal know of your desire and when you are available.
- Q. Where should I park?
- A. Park in the school's parking lot in the area designated for volunteers or along the street. If you're uncertain, ask the school secretary.
- Q. What if I want to bring in snacks or gifts for the children?
- A. Talk with the teacher before bringing these to class. He or she will advise on the appropriateness of any items.
- Q. I have friends who want to volunteer. Whom should they contact?
- A. We love having volunteers. Have them contact the principal of the school in which they wish to volunteer.

Notes:

VOLUNTEER GUIDELINES:

To protect children as well as teachers and volunteers, it is important to adhere to the following specific guidelines of conduct and practice.

Confidentiality

In the course of volunteer work done in school, you may learn confidential information about a student, family or faculty member. The faculty and staff place a very high priority on respecting privacy of students and families, but often, merely because you are present, you will learn private information. Keep this information confidential in any setting, both inside and outside the school. Volunteers' private information is kept confidential as well.

Exceptions:

1. If a student shares information with you which could result in injury to the student or to others, report his information immediately to the principal.
2. If you suspect child abuse or neglect, Ohio law mandates that you report this information. Tell the teacher, principal, school nurse or school psychologist.

Emergency Procedures

Familiarize yourself with emergency procedures and exits. If the fire alarm sounds, everyone must vacate the building, even if it is known to be a drill. Fire routes are posted in all classrooms and all exits are clearly marked. Faculty and staff are trained to deal with emergencies and your role is to be supportive of their efforts. It is important that you remain calm to avoid frightening the children and hampering the safety of all.

Injuries and Accidents

If a child, teacher, or volunteer is injured, the incident 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 watch closely.

Do not administer any medication, including over the counter drugs such as aspirin. School personnel are responsible for administering medication.

Life Threatening Situations

- Treat everyone's body fluids as being "potentially infectious" to you. Our adage is: "If it's wet and it's not yours, don't touch it."
- The school provides materials for handling body fluids. Ask school personnel where to find them.
- Wash your hands with soap and water, turning off the tap with a dry paper towel.
- If you have used protective gloves to handle blood, body fluids, or drainage from wounds, or have used the gloves to touch garments, objects and surfaces soiled with body fluids, wash your hands immediately after removing the gloves.
- Clean and disinfect contaminated surfaces property, using gloves and special products for this purpose available in the school office. Ask the custodian, principal, or office personnel for assistance.
- If you are exposed to body fluids, immediately wash the exposed skin area with soap and running water. If fluids have touched your eye or mouth, flush with water.

Contact the school nurse or principal.

Nondiscrimination

You cannot discriminate against any person because of age, sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

Transporting Children

Do not, under any circumstances, transport a child in your vehicle or take a child off school grounds. Do not remove a child from the designated area within the school.

Photographing Children

Do not photograph any child without express permission from the principal of the school.

Disciplining/Interrogating Students

If you have concerns about behaviors you see in the classroom or on school grounds, report those to a teacher or the principal. Do not interrogate students or investigate incidents; school personnel will take appropriate action.

Dependability

If you find out you cannot volunteer on a particular day, please notify the school office as soon as possible. The staff you work with depends on you to be present, and their day is planned with your help in mind.

Sign-In

All visitors to the school, including volunteers, must sign in at the office each visit. Sign the Volunteer Sign-In Sheet. Fill in the following information: Name, Date, Time, Classroom (or Teacher). Wear the volunteer badge provided while you are in the building.

Appropriate Attire

Wear comfortable, washable clothing appropriate for the classroom and young students. Avoid clothing with advertisements (especially those advertising alcohol, tobacco, drugs, or showing violence or sexual acts). Jeans are not appropriate except on Casual Fridays.

Restrooms

Volunteers should use the Staff restrooms. This requirement protects both the students and you. If you don't know the location of a Staff restroom, ask the teacher.

Unacceptable Behaviors

- Do not use inappropriate language while in school or on school grounds. Such language includes swearing and profanity, using demeaning language, or language of a sexual nature.
- Do not use alcohol or illegal substances while volunteering.
- Bloom-Carroll Local School District is a smoke-free environment. Do not smoke while on school grounds or on school property.

Political and Religious Activity

Do not engage in any religious and/or political activity while volunteering. Do not give religious instruction, conduct worship, or engage in religious activities while volunteering.

Electronic Devices

Do not use cell phones, music players, or other electronic devices while volunteering.

