



MARGARETTA
LOCAL SCHOOL DISTRICT

Welcome

Dear Volunteer:

Welcome to Margaretta Local Schools and thank you for your willingness to serve our students as a volunteer. We appreciate your time, energy, and skill. All of the teachers and staff members at our school recognize the school volunteer as an important part of our educational program. Your valuable contribution can help ensure that our schools continue to offer quality education.

As a volunteer at Margaretta Local Schools, you have the opportunity to help students master new skills, achieve higher levels of learning, and give one-on-one attention children need. Your actions will have a positive impact.

The district would like to welcome you as part of a team designed to serve the growth and development of our children. The handbook provided should act as a resource to create a rewarding experience for the entire team. We hope that you will find great personal satisfaction and pride as you participate as a volunteer.

Sincerely,

Margaretta Local Schools Administration

Statement of Philosophy

Our school encourages cooperation between staff and volunteers so that we can offer our students enhanced educational opportunities. School volunteers contribute unique talents, skills, and knowledge. Volunteers can provide individualized attention to students and perform other valuable services that will enable teachers more time to concentrate on instruction. Volunteers can also help us promote positive public relations regarding our school and its mission. We view volunteers as an integral component of educational goals.

The professional staff at Margareta Local Schools is grateful for volunteers and the difference their efforts make for our work and community. Volunteer opportunities are supported by members of our community and shall be treated with respect, dignity, humility and as equals. Operations run smoothly because of the volunteers' willingness to perform as administrative support, instructional agents, and project managers.

Confidentiality

The Family Educational Rights and Privacy Act Regulations protect students in the Margareta Local School District. Information which may be shared is name, address, telephone number, date of birth, attendance, degrees, and participation in extracurricular activities. ***As a volunteer, you must not violate the rights of students by discussing information outside of the scope with any one other than the school personnel working with the student.***

The problems and confidences of your students, their parents, and the school staff should never be discussed with anyone who does not have a professional right or need to know. You may observe, read, and hear much about individual children while you are volunteering. Gossip about students, parents and school personnel can cause personal embarrassment and/or court action.

It is your duty to report all relevant observations and concerns to those in authority. If you find out something about a student which the classroom teacher or the school principal should know in order to help that student, you should report it to the appropriate authority. Once reported, it is the superior's responsibility to follow the appropriate course of action.

Exceptions:

- 1. If a student shares information with you which could result in injury to the student or to others, report this 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.**

Volunteer Guidelines and Responsibilities:

Our schools have policies and procedures for nearly every imaginable situation, and the school office is the central clearinghouse for these procedures. This section reviews some of the more general procedures which are followed in our schools.

Dependability and Punctuality:

Nearly every moment of a school day is planned. Therefore, promptness is important. It is imperative to arrive on time. Students, teachers, and staff members rely on the services you will provide as a volunteer. We ask that you contact the school if you are unable to volunteer on your scheduled day as early as possible so that new arrangements can be made. Arrive ahead of time for your volunteer service assignment so that all personal needs may be fulfilled prior to beginning tasks.

Dress and Attire:

Your attire should reflect the education profession. Your appearance should exemplify standards in effect at the school and those which are appropriate to the situation. You should dress neatly in clothing that is consistent with the norms of the school. Be mindful of the activities which you will be involved in and wear clothing that is appropriate to the task.

Emergency Protocol:

Do not wait for an emergency situation to arise before learning what must be done. Find out proper procedures to use when a student becomes ill, runs away or becomes an uncontrollable disciplinary problem. In addition, find out in advance about all types of building alarms for various disasters, and be prepared to follow the rules for fire and disaster drills. ***In any event, if you are alone with students when an emergency arises, stay with them until you are relieved by a school staff member.***

Familiarize yourself with all emergency procedures and exits. Fire routes and shelter locations are posted in all classroom 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.

Identification:

In an effort to increase safety and security, all volunteers need to wear a school name tag at all times when in the building.

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 watched closely. **DO NOT administer any medication, including over-the-counter drugs such as Aspirin.**

Photographing Children:

Do not photograph any child without express written consent from the parent or from the building principal who has permission forms on file.

Planning:

Each teacher will plan the activities that s/he wants you, the volunteer, to help with. You will not be expected to carry out planning by yourself. It may be helpful if some time is set aside each day to talk with the teacher about the day's activities. Accept the directions and supervision

given, recognizing that you are an important helper. You do not take the place of a staff member. You are a supplementary person who offers assistance, and you are not expected to perform tasks that are the responsibility of the instructor.

Representing your School:

As a volunteer you will be contributing to the image of the school in the eyes of students, their parents and the community. Thus, your attitude as a volunteer should be consistent with the attitudes of regular school employees. Part of your responsibility will be to maintain a positive image for the school.

Responsibility for Individual Actions:

Every volunteer works under a certain amount of guidance because by law the employed staff is ultimately held accountable. It is possible for a staff person to be fired or sued for your activities if they are against school policy. The school staff is legally charged with the responsibility for all school activities.

The staff needs your aid, and to achieve that aid, you will need to learn the details of what you can do. You will want to know exactly what is expected of you as a volunteer. You should discuss with your staff advisor at length the duties and responsibilities you will be performing *before* you begin.

Responsibility for Students:

Under no circumstances should you leave a student or group without supervision. During the time they are under your care, you are responsible. Depending on the age and reliability of students, maintain necessary supervision even during breaks for a drink of water and/or bathroom visits. Such supervision need not be oppressive or even noticeable to the students; as a matter of fact, it should be as inconspicuous as possible. Your very presence will help avert discipline problems.

You are in charge, so it is best to be fully aware of what students are doing at all times and to make sure they are under the authority of a teacher, bus driver, parent, or some other responsible person before you leave them.

Signing in and out:

Upon entering the school, be sure to present yourself to the main office. Building personnel need to know that you are on the premises and why you are there. Notify the office secretary of your presence and sign the appropriate log sheet.

If you are taking part in a program that is being directly supervised by a staff member, you may be given permission to go directly to your work and not stop at the office each time you enter the building. However, your presence should be noted to save valuable time in the case of emergency. Your courtesy will be appreciated.

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 in-kind contributions
- Volunteer statistics may be needed for verification of volunteer match grants

Student Discipline:

Familiarize yourself with the classroom rules in which you are working in. There are students who exhibit a lot of different behaviors. One of your tasks will be to guide these students toward more acceptable behavior. Each building has its own system of general disciplinary procedures which must be followed by volunteers and staff members. You are expected to administer very little if any disciplinary measures. Your duty is to report necessary infractions to the appropriate staff member. Whether or not you agree with school practices, your responsibility is to follow them. Use constructive measures for educational purposes in the form of direct, positive statements. For example, "You are expected to be in your seat and quiet during presentations." Show disapproval for behavior not the child exhibiting it.

Transporting Children:

Do not, under any circumstance, 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.

Managing Students

It is assumed that volunteers will work under the close supervision of a certificated teacher or staff person in charge. On rare occasion volunteers may find themselves in a situation when the teacher or staff person in charge is not within immediate contact. The following suggestions are written to accommodate such situations:



Frequently Asked Questions

Q. Will I always be in the same classroom(s)?

A. Yes. By working with the same group of children and teacher(s) each week, you will 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 the 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. Do I need to sign in/sign out each week?

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 (BCI) 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 provide proof of that check. If it's been more than a year, you will need to have both background checks again.

Q. What does a background check cost, and am I responsible for paying for it?

A. The current cost is around \$60, and you are responsible for the cost.

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. Where should I park?

A. Park in the school's parking lot in the area designated for visitors. If you are uncertain, ask the school secretary.

Q. How do I find out if school is closed for inclement weather?

A. You can find delay and closing notices on the school website, through local media, and you can provide your phone number to the central office so that you may receive instant alerts (one Call) through the notification system.



Volunteer Agreement and Statement of Commitment

I, _____, have reviewed the Margaretta Local School District's Volunteer Handbook and agree to abide by these guidelines.

Name _____

Address _____

City, Zip Code _____

Phone _____

As a volunteer of Margaretta Local School District, I pledge to the following commitment:

- If I must be absent from a scheduled time with the children, I will notify my supervisor as much in advance as possible
- I will never allow myself to be alone with a child on school grounds without proof that I have submitted to and passed a Bureau of Criminal Investigation check.
- I have no physical or mental disability which would prevent me from working with children
- I agree to abide by the school rules, the Board of Education policies which are applicable to me, and state and federal laws.
- In consideration of being allowed to participate as a volunteer, I hereby forever release the Board, its officers, members, employees, and agents, in both their official and individual capacities, from any and all liability or demands for personal injury, psychological injury, sickness, or death, as well as for property damage, of any nature whatsoever, which I may incur as a result of my service to the District as a volunteer.

Signature of Volunteer _____ Date: _____

Signature of School Representative _____ Date: _____

I prefer to volunteer as:

I prefer my role to be:

_____ Continuous basis
_____ One-time basis
_____ On-call basis

Days of the week I can volunteer



Volunteer Application

NAME _____ DATE: _____

ADDRESS _____

PHONE NUMBERS _____

Check which applies to your current situation:

- My child _____ attends _____ school.
- I do not have a child attending _____ school.

I would like to volunteer at school for the following reasons:

I would like to volunteer for the following:

- Secretarial help to office or classroom: cutting, pasting, laminating, assembling papers, etc.
- Classroom Helper: in-class help tutoring or working with students
- Resource Speaker: I have expertise in the following area and would be willing to visit as a guest speaker. Area of expertise _____
- Education Program: I am trained to provide an educational program to students to enhance their academic experience.
- Other: Please explain

List volunteer experience you have had in the past:

List two people, with contact information, who could speak in regards to your character:

Name: _____

Contact Information _____

Name: _____

Contact Information _____

Required Paperwork

The following forms must be completed and approved before you can begin assisting with school activities. These documents may be picked up in any school office and returned to the building administrator:

- Criminal Records Check Authorization:** A criminal background check must be conducted by the Ohio Bureau of Criminal Investigation prior to serving as a volunteer. Volunteers do not have to submit an annual criminal records check. Once an individual has a check done, that review remains valid as long as the person continues to volunteer his/her services. (*only if the volunteer is working with child unsupervised*)

- Emergency Medical Authorization:** This form provides the school valuable direction **should you become incapacitated because of illness or injury. The authorization lets the school know who we should contact and what medical action should be taken.**

- Volunteer Agreement and Statement of Commitment**

- Volunteer Application**

