

*Mark Twain Union Elementary
School District*

School Volunteer Handbook



Board Approved 08.8.13
Revised 11.14.13
Updated Badger Boosters/Copper PTC Officers 08.20.14
Revised (TB): 05.21.15

Definitions

School Site:

A **visitor** is defined as an individual who, with school district authorization, attends a student performance, special event, festival, Open House, Back-to-School event, sports event, athletic competition, etc. A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination. **A visitor is not required to sign a registry for an after school event.** During school hours visitors must sign in at the office.

A **guest** is defined as an individual who, with school district approval, assists students, schools, or staff on a non-regular basis or who individually observes a classroom or activity. A guest may also assist with educational programs or with special events on an occasional or infrequent basis. A guest is required to immediately report his or her presence at the school office. **A guest is required to sign the guest registry in the school office.**

A **volunteer** is defined as an individual who, with school district authorization, voluntarily assists school district, schools, educational programs, or students on a regular and ongoing basis (At least twice a month). A volunteer is required to complete a Volunteer Application which includes a copy of current driver's license, a state and/or federal background check completed prior to rendering service. **A volunteer is required to check in the office & sign in the quest registry.**

Field Trips:

Chaperone is defined as an individual who, with school district approval, accompanies students on a field trip and is assigned to supervise a group of students. Chaperones are requested to not bring other children to the field trip if planning to assist with student supervision. A chaperone is required to complete a Volunteer Application and have a state and/or federal background check completed prior to attending the field trip.

Driving Chaperone is defined as an individual who, with school district approval, goes through a process to be allowed to drive students in a car to school field trips or sports events. A Driving Chaperone is required to complete a Volunteer Application and have a state and/or federal background check completed prior to driving for the field trip. A Driving Chaperone also must pass a DMV check and provide proof of adequate insurance in order to transport students. A driver chaperone must provide a current copy of driver's license and declaration page from insurance provider.

Getting Started

1. Read this Handbook and sign the Acknowledgement Form.
2. Complete the School Volunteer Application Form and return it with the Acknowledgement Form to the school office.
3. You will be notified by the District when you can call to make an appointment with the Calaveras County Office of Education for a Livescan.
(CCOE 185 S. Main St. Angels Camp 209-736-6000)
4. Complete the Livescan.
Please note, if you
 - ❖ **Have been convicted of any sex offense**
 - ❖ **Have been convicted of a crime against a minor**
 - ❖ **Are required to register as a sex offender**
 - ❖ **Have been convicted of any other felony in the last five years**

You will not be permitted to serve as a volunteer in the District.

5. Submit to and complete E 4112.4 – Adult Tuberculosis (TB) Risk Assessment Questionnaire. If the Risk Assessment deems it necessary for a TB test, the District will reimburse for the cost of the skin test or a portion of the chest x-ray at the amount charged by the Calaveras County Health Department.
6. Contact the school office to begin your volunteer service.

Introduction

We want to welcome you to MTUESD and help you make the most of your volunteer experience. There are so many different ways to participate at MTUESD; we hope this handbook will help guide you. As a volunteer; you are an important part of our school community. When you become a volunteer, your work takes on special significance -- though you are not part of the staff, you share their responsibilities while working with students. When you volunteer at Mark Twain, you help . . .

- your child
- other children
- teachers
- administrators
- the community.

Building a Strong Volunteer Community

MTUESD has a strong tradition of parent involvement. Because volunteers are such an integral part of Mark Twain, it is important to keep our standards high. It is important for all volunteers to remember the following:

- Be responsible and safe -- always put children first.

- **Respect confidentiality.** Students and staff have a right to privacy.
- Be professional & dress appropriately
- Communicate any concerns or issues to school as needed
- Share your positive experience with others and encourage new volunteers.

Commitment - *Once you become a volunteer others depend on you.*

- Try to pick what is manageable and interesting to you volunteer in the areas of your strengths and talents
- Be prepared. Communicate with teachers and coordinators ahead of time.
- Be on time. If you can't make it, let someone know.

Safety - *Act as a good role model for the children.*

- Always sign in and out at the school office.
- It is important for staff to know that you are in the building and it makes it easier to locate you in an emergency.
- Always wear a "Visitor" badge.
- As a courtesy to others, please turn off cell phones while in the school building.
- Complete your handbook form and bring to the office.
- Always follow the correct fire safety procedures:
- there is no talking during fire drills;
- when in a classroom, follow the teacher out of the building and stay with the class; when not in a classroom, quietly exit the building and remain at a safe distance until notified that it is safe to return.
- If you are taking food into school, please check with the class teacher or school nurse because some food may be inappropriate for children with food allergies.

Confidentiality

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. It can also harm the good reputation our Mark Twain volunteer parents have earned over the years.

To help, here are some sample issues that can arise.

"Wasn't it cute when John . . ." No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

When parents ask you questions . . . Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. Don't ask! Don't tell! If parents do have concerns, encourage them to talk to the class teacher.

When you see or overhear something . . . As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the gym) stays at school.

If you have concerns about something you see or hear, please talk to the class teacher or Principal if appropriate.

When students tell you about their family, pet, vacation, etc. . . .

As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

When you have a concern . . . If a student tells you something that causes you concern, tell the classroom teacher. If you observe something that troubles you, tell the classroom teacher. The teacher is in the best position to deal with the issue appropriately.

Approach - Be professional and be positive!

- Strive to give each child the best you can and know that other Mark Twain volunteers do the same when working with your child.
- Respect each child as an individual.
- Respect your co-workers and all school employees.
- If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.
- Don't distract teachers while they are teaching. If you have questions wait until there is an appropriate moment.
- Honor your commitments and be on time.
- Find ways to be positive and notice things that are working well
- Try to make any criticism constructive.
- Remember your time and energy is helping to make Mark Twain a great place to learn

Opportunities

Volunteer skills, interests and time commitments vary we hope you will be able to find something that you will enjoy doing.

Classroom opportunities: Some teachers may like to have volunteers help in their classroom or on field trips. If a teacher has volunteer opportunities they are often discussed at Back to School Night, but new projects can arise throughout the year. If you are interested in getting involved, a great idea is to send your teacher a note.

School-wide opportunities: MTUESD has many programs geared at enriching student experience outside the classroom. Volunteers might want to join the Parent club at each site to learn of other ways to help. Be sure to check out the range of opportunities, so you can find the perfect match for you.

Sharing Knowledge, Tips and Ideas

Although MTUESD has many special traditions, new ideas arise each year. To make the best of both, we encourage volunteers to share their insights with one another, with staff, School Site Council and the parents clubs at each site.

If you see a better way to do something, don't be shy to come forward. Names and contact details can be found in the School District website. Similarly, if you have a great experience from another school, share your ideas about a potentially great fundraiser or exciting school-wide project.

Ongoing School Improvement

The role of School Site Council is to help advise our Principal in the creation of Single Plan for Student Achievement.

Volunteers can provide valuable feedback in this process. All volunteers are welcome to attend School Site Council meetings and learn more about the process. These meetings are listed in the school newsletter.

Miscellaneous

Clean up: After you have finished any activity within the school, it is important to tidy up afterwards. For obvious reasons scissors, glue guns etc. should not be left lying around. Classrooms and other public areas should be left clean and tidy.

Parking: Unfortunately, the school does not have a huge amount of space for parking. If you park at the school, please park in a designated parking spot.

Available Resources

For School Information

Kevin Triance, Principal Mark Twain

Karen Vail, Principal Copperopolis

Julia Tidball, Superintendent Mark Twain Union Elementary School District

Parent Organizations

The Mark Twain Badger Boosters and Copperopolis PTC Club support school programs through their volunteer efforts and fundraising activities. Please contact an officer of either the Badger Boosters or Copperopolis PTC if you are interested in becoming a member.

Badger Boosters

President	Monica Parker
Vice-President	Robin Anderson
Treasurer	Tiana Rolleri
Secretary	Lisa Grotto

Copperopolis P.T.C.

President	Sean Paulson
Vice-President	Heather Oliver
Treasurer	Carrie Dobbs
Secretary	Andrea Smith
Public Relations	Illeana Grycel

Mark Twain Union Elementary School District

Volunteer Acknowledgement Form

I have read this handbook, and understand my responsibilities as a school volunteer.

Print Name

Signature

Date

*Please return completed form to the front office

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Personnel

ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)
*To be administered by a licensed health care provider
(physician, physician assistant, nurse practitioner, registered nurse)*

Date of Risk Assessment: _____

Name: _____ Date of Birth: _____

Best Contact Phone Number: (____) _____

History of positive TB test or TB disease: Yes No

If yes, a symptom review and chest x-ray (If none performed in previous 6 months) should be performed at initial hire or volunteer service.

If no, continue with questions below.

If there is a “Yes” response to any of the questions 1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

Risk Factors		
1	One or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue) Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Close contact with someone with infectious TB disease	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Birth in high TB-prevalence country (Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Travel to high TB-prevalence country for more than 1 month (Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Current or former residence or work in a correctional facility, long-term care facility, hospital, or homeless shelter.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Once a person has a documented positive test for TB infection that has been followed by an x-ray that was deemed free of infectious TB, the TB risk assessment is no longer required.*

Personnel

ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

CERTIFICATE OF COMPLETION

To be signed by the licensed health care provider completing the risk assessment and/or examination

Date of Risk Assessment: _____

Name: _____ Date of Birth: _____

The above named patient has submitted to a tuberculosis risk assessment.

- The above named patient does not have tuberculosis risk factors.
- The above named patient was identified to have tuberculosis risk factors.
- The above named patient has been examined and determined to be free of infectious Tuberculosis.

Health Care Provider Signature

Please Print Health Care Provider

Title

Office Address: Street

City

State

Zip

Telephone

Fax