

Lakeview Volunteer Handbook and Agreement

Dear Volunteers,

Welcome to Lakeview! Lakeview Public Schools, Independent School District #2167, partners with the Lakeview Schools Parent Teacher Organization to provide this working, guiding document for volunteers.

To foster this successful, collaborative process, this handbook outlines some information for understanding, discussion, and direction. As with many things, if you have questions above and beyond what is referenced in this document, please ask a member of the school staff; we appreciate open communication, and we really wish everyone the best experience at Lakeview Public Schools.

PTO

Purpose: The Lakeview PTO is a joint effort between parents, teachers, students, and community members who have united to create opportunities for additional education and encourage community & school involvement. It is an organization where the sole purpose is to use our time, energy, and creativity to build stronger families and inevitably strengthen the community and reach our educational goals.

PTO Meeting Dates, Times, Locations

The Lakeview Schools PTO meets every second Tuesday of the month at 6:30 p.m. in the Lakeview Media Center. Summer locations will vary. There are no membership fees, and everyone is welcome to attend. Bring a friend!

With special thanks to Lakeview PTO for their contributions.



Becoming a Volunteer

Anyone can become a volunteer, regardless of past educational experiences. We do suggest the following aspects to be a volunteer:

- Be a parent, guardian, or patron of our school district,
- Be enthusiastic and committed to volunteering,
- Be willing to try something new; be flexible,
- Be assigned to a specific task or teacher,
- Recognize everyone has a different way of doing things,
- Have genuine interest in helping students, and
- Have an interest in sharing rewarding life experiences with others.

Lakeview reserves the right to screen volunteers on a case by case basis at the discretion of the superintendent of schools. If volunteer actions and philosophies are in conflict with Lakeview Public School's policies and procedures, volunteers may be requested to terminate their volunteer agreement, at the discretion of school administration.

Regulations for Volunteers

The following are regulations for the best experiences for all involved:

- Be in good physical and mental health; if you are not feeling well, it is better to remain away from the densely populated school environment.
- Understand district policies and practices and how they relate to your volunteering.
- Maintain a positive and professional attitude toward all children at all times.
- Be willing to seek clarification, ask questions, ask for help if you are uncertain what to do.
- Work under the supervision and direction of the teacher or event chairperson.
- Follow a professional dress code; dress comfortably but within the expectations of the student and faculty handbooks.
- Refrain from disciplining students; it is the teacher's responsibility to maintain a positive classroom environment through management strategies. If you have a difficulty with a student, contact school personnel immediately.
- Volunteers must not touch students in any manner.
- Maintain confidentiality. Schools adhere to data privacy laws.
- Refrain from singling out students through giving gifts; this will avoid the appearance of impropriety or a conflict of interest. If a volunteer feels a need to give a classroom gift, it should be under the supervision and approval of the classroom teacher.

Procedures for Volunteers

Signing in/signing out: Volunteers are required to sign in each time at the front desk of the main entrance of the school. You will receive a visitor sticker at that time; this should be displayed at all times while in the building. Likewise, a volunteer is required to sign out and return the sticker when leaving the school building. This accountability assists the school in a number of ways.

Emergencies: In the case of a drill or emergency, follow the direction of the nearest school official. Directions for fire and tornado drills are posted by the doorway in every room. The elementary extension number is 1110; the nurse's office is extension 1113.

If you need help: Please ask. Communication is key. The first person to speak with is the supervising teacher or event chairperson; if more information is needed, the principal is the next person to contact. The superintendent of schools is the third person to speak to, and if needed, the principal will direct you to do so.

Helpful hints when working with students:

- Use the child's name at every opportunity.
- Listen attentively, encourage students to think for themselves, and praise their efforts.
- Be patient; sometimes thinking and learning is a taxing activity.
- Be able to focus on the students; siblings not attending programming at Lakeview Public Schools should be left with alternative caregivers.
- Maintain an environment of supervision under the teacher or event chairperson.
- Maintain confidentiality at all times.
- Inquire about any special circumstances, concerns, or needs.
- Enjoy the students and be yourself.

Restrooms: Volunteers are suggested to use the restrooms in the commons or by the choir room.

Tobacco Use: Smoking or the use of any tobacco products is not permitted in Lakeview Public Schools, on district property, or at district events.

Phone Use: If absolutely necessary, cell phone use should take place in proper areas: the office, the vestibule areas, or outside the building. We do not allow students to make phone calls during school hours except for critical issues and during the lunch time. Additionally, a phone is available in either office for local calls. Ask the office assistants for more information.

Volunteers,

At the end of this document is an appendix of District Policies and Procedures. These policies and procedures are meant to be guidance. They are located in corresponding documents such as the student handbook, the faculty handbook, and the activities handbook. Thank you for your volunteering, and if there is anything we can do to further your enjoyment and involvement at Lakeview, please let us know.

Statement of Confidentiality

I understand in the course of my association as a volunteer of Lakeview Public Schools, I share the responsibility of maintaining confidentiality. I understand my responsibility is to protect the rights and confidentiality of any verbal or written information.

As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit students. I promise to accept my work with an attitude of open-mindedness, willingness to learn, as well as interest and commitment.

I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. I may share the wonderful things happening at Lakeview in general terms. Any breach of confidentiality will be reviewed and could result in the end of my volunteer involvement at Lakeview Public Schools.

I acknowledge I have read and understand the student handbook (copies are available online or in either office), this volunteer handbook, and this statement of confidentiality.

Signature

Date

Appendix

District Policies and Procedures **Conflict Resolution**

Procedure for handling conflict

In order to allow an expression of differences that often occurs, a procedure has been developed for establishing a line of communication between school, parent/guardian, and students. This procedure should follow an orderly process.

1. No conflict between a parent, student, official, or coach should be addressed during or immediately following an incident. Most conflicts are better resolved with an appropriate cooling down period.
2. If you are upset, please call or arrange a meeting the following workday.
3. The following steps should be taken in order for conflict to be resolved:

STEP 1

- A. A meeting between the student, the teacher, and/or the parent should be called. This meeting can be initiated by the student, the parent, or the teacher but does not have to involve all three parties.

STEP 2

- A. If any of the three parties (teacher, student, or parents) still feel the conflict is not resolved, a meeting between the parent, the teacher and the principal may be called by either party. The student need not be present.
- B. Notes of the meeting will be kept by the principal. If the principal is the teacher involved, the superintendent will act as the mediator.

STEP 3

- A. The principal will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of all communications will be given to the Superintendent.

STEP 4

- A. If the parties still feel the conflict is not resolved, the Principal will set up a meeting between the parent, teacher, student, principal, and superintendent.
- B. The Principal will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of these communications will be given to the Superintendent.

Hazing Prohibition

General Statement of Policy

No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone, or tolerate hazing.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

Definitions

"Hazing" means committing an act against a student, or coercing a student into committing an act that creates substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

More information regarding the Hazing Prohibition at Lakeview is available in either office or the Student Handbook.

LAKEVIEW I.S.D. 2167 SCHOOL BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE

General Statement of Policy

It is the policy of Independent School District #2167 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

More information about Lakeview’s Harassment and Violence policy is available in either office and the student handbook.

WEAPONS POLICY: INDEPENDENT SCHOOL DIST. #2167 VIOLENCE PREVENTION AND WEAPONS POLICY #501

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school 501-2 related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.