

# Caledonia Community Schools Volunteer Information & Guidelines



“Nobody cares how much you know,  
until they know how much you care.”

Unknown

Welcome!

Thank you for expressing an interest in volunteering at one of our schools. Caledonia has a rich history of support from parents, relatives and the community, of which we are truly grateful. From one hour, weekly or on a special day each year, your volunteering efforts make a tremendous impact in the lives of our students across the district.

Enclosed in this packet of information, you will find our volunteering guidelines and sign up process. These guidelines have been established for the safety of both our students and our volunteers. Carefully read the information and simply fill out the attached form. You may submit this to the principal's office for processing.

Our goal for the volunteering program has four unique parts:

1. To increase the quality of education that our students receive.
2. To increase the base of volunteers to include our community members and local businesses to enrich and broaden the experiences of our students.
3. To provide extra help to assist staff members and teachers in providing the superior education Caledonia is known to have across the county.
4. To recognize our volunteers in a way to never leave a doubt that your efforts make a difference.

Again, thank you for your commitment to Caledonia Community Schools and the lives of our students.

## Table of Contents

Strategies for Success – Engaging Our School Community	4
Getting Started	4
Volunteer Information	4
Confidentiality	4
Punctuality	5
Dependability	5
Identification Badges	5
Entrances & Exits	5
Field Trips –	5
Cell Phone Usage	5
Appearance	6
Discipline	6
Supervised Conditions	6
Respect for Authority	6
Restroom Facilities	6
Emergency Drills	6
Tobacco, Drugs and Alcohol	6
Bloodborne Pathogens	6
Best Judgment	6
Volunteer Procedures	7
Additional Items to Remember	7
Getting Connected Throughout the District	7
Policies and Guidelines to Be Aware of While Volunteering	7
Concluding Your Volunteering	8
Volunteer Check List	8
Background Form Check List	8
Volunteer Acknowledgement Form	9
Volunteer Consent Form	10

## **Strategies for Success – Engaging Our School Community**

For Caledonia Community Schools (CalSchools), one of our specific missions is to engage our school community. Believing transparency is vital in building and maintaining trust, CalSchools seeks to engage our community through various partnerships and volunteering is one of the critical components.

While CalSchools seeks to provide one of the best educations in our state, your skills, abilities, compassion and caring allow us to expand the quality of education our students are receiving. As our district continues to grow, new buildings are modified or added, and programs evolve, your support is critical to our growth. We welcome your ideas and feedback in the hopes of creating long-term, sustainable relationships.

## **Getting Started**

After reviewing this document, you will find a few forms you will need to complete. These are located at the end of this handbook. One of these documents is our Background Check form. This form must be completed before volunteering can begin, and must be renewed every year. Another form is the signature page acknowledging you have read and agree to the volunteer guidelines in this handbook. If you feel you might want to help out sometime later in the school year (a field trip, class party, school play or Boosters, for example), it would be wise to complete the paperwork now. We do ask that you allow 10 days for the background check to be completed. Being prepared in advance will allow you to volunteer last minute, should an opportunity arise.

You may also have case-specific questions about volunteering throughout CalSchools. While our “in-classroom” opportunities happen in the early childhood center and elementary schools, we have plenty of opportunities to volunteer in support of our Middle Schools and High School. We ask that if you have a specific question about an opportunity, please contact that building’s secretary. They will be able to assist you with further details.

## **Volunteer Information**

**Confidentiality** – As a matter of professional ethics, volunteers are expected not to discuss information concerning individual students with any other people. When dealing with our student population, you may overhear, witness or participate in amusing or confusing incidents. We ask that you kindly refrain from sharing this information. By sharing experiences with others you may inadvertently compromise the privacy of our students. Should a situation arise that concerns you in terms of the safety or security of a student, please contact the building principal immediately.

**Punctuality** – Our schools run on tight schedules in order for things to run smoothly. We ask that you arrive a few minutes before your volunteer time begins to park, check in and receive your identification badge.

**Dependability** – Our teachers and staff members rely on the services performed by our volunteers. If you are unable to volunteer on your scheduled day or time, please contact the school as soon as possible so that other arrangements can be made. Ideally, kindly provide 24 or more hours notice.

**Identification Badges** – Volunteers must wear a temporary name tag using an appropriate title (i.e. Mr., Mrs., Ms.). These will be made available to you at the front office or appropriate check in location. All volunteers must sign in and sign out each time they volunteer.

**Entrances & Exits** – Doors are locked for the safety of all students and staff; please do not block or prop the doors open. Please use only the front entrance to enter and exit the building.

**Field Trips** – While many volunteer opportunities are available throughout CalSchools, one of the most popular is chaperoning a field trip. When you choose to volunteer at one of our field trips, please remember:

- 1) Sign in and out, where appropriate.
- 2) Wear a badge provided by the district.
- 3) You may be required to meet the class at the site, unless space is permitted by the appropriate staff member on the bus. Please note you will not be able to transport any children in your own vehicle.
- 4) Follow the itinerary provided by the staff member in charge.
- 5) Maintain contact with the students assigned to your group.
- 6) Report students not following the rules to the staff member in charge.
- 7) See that the students under your protection obey the rules and that they are enforced consistently.
- 8) Contact the staff member immediately should any concern arise.

Unless otherwise specifically stated by the teacher in charge for that unique event, please note that outside arrangements need to be made for siblings or other children in your care. We ask, and require this, to allow you to devote your entire attention to the children placed in your supervision at the event.

**Cell Phone Usage** – Please refrain from using your cell phone in the presence of the students.

**Appearance** – Please dress appropriately during your time volunteering. Remember, you are setting an example for the students. School guidelines that apply to students and staff for modesty, cleanliness, etc will also apply to volunteers.

**Discipline** – When volunteering, please remember to adhere to your role as a volunteer first, and a parent or community member second. Our students are still learning appropriate and responsible actions in a safe environment. Although you may need to encourage appropriate behavior, or verbally redirect behavior, staff members are responsible for conducting discipline including issuing consequences and reprimands based on the school’s policy. Volunteers should not conduct discipline. It is our expectation that students learn to respect all peers and adults in our community. Please work with the staff member in charge with any questions or concerns you may have.

**Supervised Conditions** – For the safety and security of you, the volunteer, and the students, volunteers should not be in an unsupervised situation with a student. Should you find yourself in a situation where you are in need of assistance, do not hesitate to ask for support.

**Respect for Authority** – Please respect the authority of the school personnel. Should you have an issue arise, please do not hesitate to bring it to the principal’s attention privately at an appropriate time. Also note that times may arise where school administration may need to implement additional procedures and guidelines. Please adhere to their requests.

**Restroom Facilities** – Please use the restroom facilities that are provided for staff and adults.

**Emergency Drills** – If you are present during an emergency drill, please stay with the staff member you are volunteering for and follow their lead on the appropriate procedures.

**Tobacco, Drugs and Alcohol** – CalSchools is a tobacco, drug and alcohol-free school district. Volunteers are prohibited from using – or being under the influence – of tobacco products, drugs or alcohol.

**Bloodborne Pathogens** – CalSchools staff members are trained in handling injuries to students and spills involving hazardous or infectious substances throughout the school day. Please notify any staff member immediately if there is an incident. They will ensure the correct protocol is followed.

**Best Judgment** – No matter how detailed a handbook can be, there might be a time when a situation arises that was not articulated here where you need to rely on your experience as a responsible and influential adult. We ask that you use your best judgment objectively and fairly. Please find a staff member as soon as possible to make them aware of the situation and

remember the students you interact with are someone's precious child. Please help them learn in the best possible environment.

## **Volunteer Procedures**

- Always report to the main office – or appropriate location in the case of sporting events or extracurricular activities such as music, art or drama.
- Wear an identification badge provided by the school while participating in volunteer activities.
- Upon departure, make a final stop in the main office or with the appropriate staff member in the case of sporting events or extracurricular activities, to sign out and return your visitor badge.
- Adhere to the CalSchools volunteer guidelines listed in this handbook.

## **Additional Items to Remember**

- Volunteers are asked never to discipline students or touch a student in a way that may be perceived as aggressive, disciplinary or sexual in nature.
- Volunteers may not supervise a classroom or give permission for a student to leave the classroom. Kindly allow this responsibility to fall on the teacher.
- Volunteers may not give out medication.
- Volunteers are encouraged at all times to support a positive, safe learning environment for the students. Whether it is at a sporting event or in a classroom, representing our district to the best of your ability will set the appropriate example for our students to follow.
- In any case where you have a question, concern, idea or praise, please contact the appropriate staff member or building Principal. They are there to ensure that the experience is positive for both you and the student.

## **Getting Connected Throughout the District**

As students gain their independence and transition from lower elementary to middle and high school grades, the opportunities to volunteer evolve to grade-appropriate types of activities. While our early childhood center and elementary buildings offer many “in-school” engagements, the nature of middle school and high school opportunities transition to extra-curricular activities and sporting events.

## **Policies and Guidelines to Be Aware of While Volunteering**

CalSchools has an extensive policy and procedures handbook that covers more of the items in this handbook in greater detail. Please note that the district reserves the right to refuse any

applicant for volunteering based on the policies and procedures accepted and adopted by the School Board.

## **Concluding Your Volunteering**

There may come a time in which you are no longer able to volunteer for the district, we ask that you inform your building principal. We do this so we can take a moment to review your time as a volunteer in the district and learn more about the time you spent with us. We also do not want to unnecessarily bother you for future requests to volunteer if you are no longer able.

Additionally, volunteers who refuse to follow the guidelines mentioned in this handbook or on the policies/procedures detail, will be asked to discontinue their involvement with the district.

## **Volunteer Check List**

- o Review this handbook, taking special note on the guidelines we have in place for the safety and security of our students.
- o Consider options for volunteering and select one or more areas that interest you, indicating them on our Volunteer Release Form.
- o Sign and date the Volunteer Release Form and return it to the building Principal, or his/her appropriate designated staff member.

## **Background Form Check List**

- o Complete the Background Check Form and return it to the building principal or his/her designated staff member. These forms are sent on to the Central Office (inside the Duncan Lake Middle School/Duncan Lake Early Childhood Center building) for processing. Please allow 10 days for this check to be completed. You will need your driver's license to complete the form, so please have that handy so that it can be verified upon dropping it off.
- o This process must be completed every year.
- o Once your background check is completed, a staff member will confirm your volunteer status with you.
- o You may contact the appropriate staff member when you have been approved to volunteer. A staff member may also contact you if they are in need of a volunteer.



## Volunteer Acknowledgement Form

I have read and agree to follow the volunteer handbook guidelines. \*A digital copy of the Volunteer Handbook can be found at: <http://www.calschools.org/district/volunteering/> Please review the handbook prior to signing this form and completing your background check form.

I would like to offer my services as a volunteer to help Caledonia Community Schools in the following areas:

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I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating you have never been convicted of any of the following offenses: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.

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Volunteer Printed Name

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Volunteer Signature

Date

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District Witness

Date

In a continuing effort to keep our students safe, Caledonia Community School District (Board Policy #4120.09) requires that all volunteers submit to a criminal background check and Sex Offenders Registry (SOR) search prior to participating in any volunteer activities involving our students. Thank you for your understanding and for all that you do on behalf of our students.

Every volunteer must review the CCS Volunteer Guidelines prior to volunteering in the District. Please do the following prior to completing this form:

1. Review the Volunteer Guideline document found on the District website at: <http://www.calschools.org/district/volunteering/>
2. **Sign last page of the Volunteer Guideline document and return with this form at least 10 days prior to scheduled event.**

**The Volunteer Consent Form will be kept confidential at the District Office.**

Completion of this form will be required annually.

**PLEASE ATTACH COPY OF DRIVERS LICENSE (Front side only)**

**VOLUNTEER CONSENT FORM**

- Parent/Guardian                       Grandparent  
 Other (Relationship) \_\_\_\_\_

**PLEASE PRINT**

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Middle Initial: \_\_\_\_\_  
 Best Contact Number: \_\_\_\_\_  
 Race:  White  Black  Asian/Pac.Islander  Am. Indian/Alaskan Native  
            Other  
 Sex (Male or Female): \_\_\_\_\_  
 Birthdate: \_\_\_\_\_ (mm/dd/yy)  
 Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Height: \_\_\_\_\_  
 Other Last Names (Includes maiden): \_\_\_\_\_  
 Other First Name: \_\_\_\_\_  
 Other Middle Initial: \_\_\_\_\_  
 Name(s) of CCS Student(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**Have you ever plead guilty to or been convicted of a criminal offense in a State or Federal Court?**

- Yes                       No

*(If Yes, please provide detailed description of conviction, including date(s), whether Misdemeanor or Felony, etc)*

\_\_\_\_\_

**Do you have any felony charges pending against you?**

- Yes                       No

*(If Yes, please provide details of investigation or pending charges)*

\_\_\_\_\_

I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan. I authorize Caledonia Community Schools to utilize the above information for the sole purpose of obtaining a conviction only criminal history file and a SOR search pursuant to Public Act 68 of 1993, Public Act 83 of 1995 and Caledonia Schools Board Policy #4120.09.

**CHECK THE BUILDINGS IN WHICH YOU WILL BE VOLUNTEERING:**

- Caledonia Elementary     Dutton Elementary     Emmons Lake Elementary     Kettle Lake Elementary     Duncan Lake Early Childhood Center  
 Paris Ridge Elementary     Duncan Lake Middle School     Kraft Meadows IS     Caledonia High School

**POSITION(S) TO BE HELD (Circle One, providing detail on line) *If nothing is circled, the form will be denied.***

Classroom Volunteer \_\_\_\_\_  
 Field Trip Volunteer \_\_\_\_\_  
 Volunteer Athletic/Club Coach (List Sport/Club) \_\_\_\_\_  
 Company Volunteer (List Company Name) \_\_\_\_\_

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete requested background check.

**Volunteer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

Approved  Denied  Restrictions: \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

## 4120.09 - VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and/or the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Revised 7/1/02  
Revised 2/27/07

Pursuant to Public Act 68 of 1993, Public Act 83 of 1995 and Caledonia Community Policy# 4120.09:

- (1) The Board of Education of the school district or governing body of the nonpublic school (the "school") must request a criminal history check and Sexual Offenders Registry check from the Central Records Division of the Michigan Department of State Police and/or the Federal Bureau of Investigation (FBI).
- (2) Until that report is received and reviewed by the School, I am regarded as a conditional employee or volunteer.
- (3) If the report received from the Michigan Department of State Police or FBI is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crime(s) or misdemeanor(s) of which I have been convicted, my employment contract or volunteer status is voidable at the option of the School. If Caledonia Community Schools discontinues my employment (and any attendant contractual statutory and/or common law rights) shall be considered terminated and the Caledonia Community Schools, administrators, employees and agents shall not be liable for the termination of my employment.