

Johnstonville School's Volunteer Handbook



***ALL Grizzlies are ENGAGED, EMPATHETIC,
EMPOWERED, and EDUCATED.***



Welcome to Johnstonville Elementary School District! We appreciate your time and effort in helping to make Johnstonville a welcoming educational environment for all students. In this handbook, you will find important information that will make your volunteer service successful and rewarding.

Why Volunteer?

By volunteering, you...

- **enrich and enhance students' learning** by sharing your time, skills, and presence, which supports a more engaging and dynamic educational experience.
- **support teachers in offering more individual attention** by assisting with tasks that free them to focus on student needs, allowing for more differentiated instruction and small group support.
- **provide individuals an opportunity to participate in a variety of activities within the school**, from classroom support and special events to enrichment programs and extracurricular clubs, contributing to a well-rounded school environment.
- **promote and strengthen the partnership among families, the community, and Johnstonville School**, helping to build trust, increase transparency, and foster a shared investment in student success.
- **model positive behavior and attitudes** that reinforce school values such as respect, responsibility, and perseverance.
- **increase the school's capacity to meet student needs**, extending the reach of educators and staff to create a more supportive, inclusive environment.

Volunteering is an opportunity for you to show children . . .

- **your interest in their school life**, reinforcing that what they do in the classroom matters and that their efforts are seen and valued.
- **your commitment to the community**, modeling responsible citizenship and the importance of giving back to others.
- **your belief that education is a partnership between family and school**, emphasizing that learning thrives when families, educators, and the community work together.
- **your belief that learning is a lifelong process**, inspiring students to approach every experience with curiosity and a willingness to grow beyond the classroom.
- **that school is a safe and welcoming place**, where adults care about their well-being and success.



OVERVIEW

Types of Volunteers, Requirements, and Application:

A volunteer is a parent, community member, or other adult who assists school staff in enhancing our student's educational experiences before, during, or after-school hours. Johnstonville distinguishes between Lunch Visitors, Parent Guests, and Chaperones to help meet the various needs of our school and our families.

- **Lunch Visitor:** An individual visiting campus to eat with their own student during designated lunch times and days.
- **Parent Guest:** An individual attending a scheduled and supervised campus event (e.g., classroom party, classroom workstations) to participate with their child or small groups of students in a supervised setting.
- **Chaperone:** A volunteer approved to support multiple students and who may temporarily supervise small groups of students without direct staff oversight (e.g., field trips, mentoring).

Lunch Visitor and Parent Guest Requirements:

- All visitors and guests must sign in at the front office, present a current, government-issued photo identification card, wear an identification badge, and sign out at the front office at the end of their time on campus.
- **NOTE:** An Application is NOT Required for a Lunch Visitor or Parent Guest. However, Parent Guests must be sponsored by a Johnstonville staff member, approved by Dr. Smith, and attend a brief orientation to review expectations and procedures.
- While Lunch visitors can drop by during the designated days and times, Parent Guests may *not* drop-in the classroom.

A **Chaperone** is a volunteer who is primarily supervised by a Johnstonville Elementary School District staff member, but may have brief periods of working alone with students or out of the sightline of staff. This may include: parent volunteers on a field trip where the class is split into smaller groups, escorting small groups of students from the classroom to other locations on campus, and mentoring activities. Chaperones who help provide instruction (pursuant to Education Code 45349) are required to submit evidence of basic skills proficiency to the Superintendent/Principal or designee prior to beginning their assignment. In addition, a Chaperone may, at their discretion, choose to meet the criminal background check requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing as an alternative to the standard Live Scan process

Chaperone Requirements:

- Be sponsored by a Johnstonville employee and approved by Dr. Smith.
- Sign in at the front office, present a current, government-issued photo identification card, wear an identification badge, and sign out at the front office at the end of their time on campus.
- Read Johnstonville's Volunteer Handbook.
- Submit signed Volunteer Application.
- Have a clear tuberculosis risk assessment/test.
- Clearance of Live Scan Fingerprints through the Department of Justice (DOJ) & FBI as noted in district policy.
- Submit evidence of basic skills proficiency to the Superintendent/Principal or designee prior to beginning their assignment (conditional on duties).

Standard of Conduct:

By volunteering with Johnstonville, you have a responsibility to the District and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is to ensure our students continue to enjoy a rigorous learning environment that fosters student academic, behavioral, and socioemotional growth. Generally speaking, we expect each volunteer to act in a mature and responsible manner at all times. District standards of conduct and personnel policies include, but are not limited to:

- Observing safety rules at all times.
- Treating fellow volunteers, teachers, students, parents, and administration with respect and kindness.
- Maintaining the confidentiality of all personnel and privileged information.
- No soliciting or selling of products, services, etc. on Johnstonville property.
- There shall be no proselytizing in regard to religion or politics on Johnstonville property.
- No possession of any dangerous object. Remember Johnstonville serves children from four through fourteen years of age. What is appropriate for a fourteen-year-old is not necessarily appropriate for a four-year-old.
- The maintenance of a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of state and/or federally-controlled substances while volunteering. In addition, an individual is not allowed to use, possession, or sale state and/or federally-controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance). Any violation of this policy will result in immediate dismissal from volunteer service and possible law enforcement notification.
- This is a tobacco-free campus. Tobacco products shall not be used on Johnstonville property.
- This is a vape-free campus. Any, and all, vape devices are prohibited on Johnstonville property.

POLICIES AND PROCEDURES THAT ALL VOLUNTEERS SHOULD KNOW**Check-in and Check-out:**

Stop by the front office immediately upon arriving at Johnstonville School. Volunteers and all school visitors are asked to check in each time they visit the school. For security reasons, and in case of an emergency, it is important for the office staff to know who is on campus and why. Check-in procedures should be explained to you prior to, or on your first day, as a volunteer. School office staff can answer any questions you have about the check-in/checkout procedures. Please return to the office to check out to help us keep our campus population count accurate.

Identification:

Johnstonville's volunteers are required to wear an identification badge when on campus. This allows staff to quickly distinguish individuals who are allowed on campus from those who are not. When you check in at the school office, you will be provided with a volunteer badge to wear, each time you volunteer. Please be sure to dispose of the badge when you check out in the office.

If You Must Cancel:

Parent Guests and Chaperones are asked to commit to a specific time(s) and day(s), as teachers need to know they can count on you. If you are unable to volunteer on a given day, or if you will arrive late, please contact the teacher you are working with as soon as possible.

Interaction with Students and Staff:

Volunteers should not telephone, email, or "friend" (i.e., on a social networking site) students, visit them at their homes, or meet students off school grounds. In addition, when working with students, whether individually or

in small groups, we recommend you work in a highly visible area. This is not only for the protection of students, but volunteers as well.

- All Chaperones and Parent Guests are expected to follow district training guidelines related to confidentiality, boundaries, and supervision expectations outlined during orientation.
- Volunteers should not take pictures or any type of recordings of students, nor share such pictures or recordings of students on social media sites.
- Volunteers should not diagnose student needs, make final evaluations on student achievement, counsel students, or discuss student progress with parents.
- Do not exchange gifts or phone numbers with students.
- It is not always in the best interest of a child to have parents, grandparents, guardians, etc., volunteer in their child's classroom. Therefore, volunteers may not be utilized in classrooms other than those in which their children are enrolled.
- Please note that, at the discretion of administration, failure to follow these procedures or school rules could result in removal as a school volunteer.

Suspected Child Abuse or Neglect:

Volunteers should report to the staff member they are working with if they have any reason to believe a student has been abused or neglected.

Volunteers over 18 years of age who interact with students outside the immediate supervision of a school employee are identified as mandated reporters. These volunteers must receive the notification and training required of mandated reporters as specified in District regulations. A volunteer who is a mandated reporter shall make a report whenever they have knowledge of or reasonably suspect a child has been the victim of child abuse or neglect

WORKING WITH STUDENTS

As you observe and work in the classroom, you'll 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.

Students learn by:

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

- Being aware of limitations on staff time and tight classroom schedules
- Dressing appropriately for the specific volunteer task
- Asking students to call you "Mr." or "Mrs./Ms." rather than by your first name
- Following all school policies and procedures

Volunteers can help students and staff by:

- Creating a relaxed, friendly atmosphere for learning
- Learning student names and using them often
- Listening carefully to the students
- Accepting students as individuals
- Being patient; refer disciplinary problems to the teacher or Dr. Smith.
- Silencing cell phones while in the school

Ways to Work with Students:

- Relax and be yourself
- Be friendly toward all students
- Be pleasant and interested in the students' activities
- Encourage students to do activities to the best of their ability
- Praise individual students for a job well done

- Encourage positive behavior by making note of students who are making good choices
- Remember that a student often responds better to suggestions, rather than commands
- Proceed at the student's own rate of speed
- Don't do for a student what they can do for themselves.
- Be flexible
- Be patient

- You are getting so much better each time!
- I appreciate what you did.
- You did a great job of handling that situation.
- I see.
- Tell me more.
- How about that?
- I like the way you are working.
- Good thinking. Very creative. How impressive!
- Now you've got the hang of it!
- That's a great observation.

Words of Encouragement Samples:

- I can tell you worked really hard on that!

OTHER POLICIES

Discipline:

Classroom teachers and school administration are responsible for student discipline. Rules and procedures related to student discipline have been established by the school and individual classroom teachers. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining classroom learning environments. Your volunteering with the District assumes an obligation to maintain confidentiality. It is essential that you do not share any information about students, even with your own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal as a volunteer.

Dress Code and Appearance:

Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that your attire be clean and neat. T-shirts with logos depicting tobacco, alcohol, or firearms are prohibited for volunteers as well as students. As a general guideline, if a shirt shows your stomach when you raise your hands over your head, it is too short; and skirts, dresses, or shorts should extend below your fingers when your arms are held at your side.

Office Machines:

The staff appreciates volunteers helping teachers prepare classroom materials. Volunteers should be trained on the correct usage of all office equipment. It is also very helpful if volunteers are willing to step aside and allow teachers or office staff to interrupt them to use machines during recess or on occasions when staff members need immediate access to machines or equipment at school. District equipment is only to be used for educational/school purposes. They are not for personal use. Volunteers may use technology that is located in classrooms as directed by the teacher. Volunteer flexibility and cooperation in this area is greatly appreciated. All volunteers shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyright materials. Johnstonville will not provide any legal support to any volunteer who violates copyright laws.

Parking Lot:

Great care must be taken and drivers must watch closely for students and others at all times when driving in school parking lots. Volunteers are not allowed to park directly in front of the main office. Please be sure to check with the school office for information on where you should park.

Personal Phone Calls:

Cell phones are to be placed on vibrate or silent mode during your volunteer time. Personal phone calls should be made off campus to avoid disruptions. Volunteers *shall not* photograph or video students unless they have permission from site personnel.

Theft:

Items purchased or supplied by Johnstonville should not be removed from school sites without the express authorization of administration. It is highly recommended that volunteers not bring excessive amounts of money or valuables on campus. You may place any personal items, such as a purse, in a locker located in the “Den.” Johnstonville School is not responsible for personal items lost or stolen.

May I hug a student?

Some students, particularly younger children, may express affection toward you. Only respond to a student’s hug if they initiate first. Do not initiate a hug regardless of the situation. “High fives”, knuckles, or handshakes are preferred. Children should never sit on your lap. Remember to be aware of cultural perspectives regarding boundaries.

Student Injury:

Student safety and well-being are Johnstonville’s top priorities. If a student is injured or requires medical attention, please immediately report to a staff member. Please do not attempt to move the student, lift the student, or provide the student with medical treatment.

Volunteer Injury:

Johnstonville Elementary School District does not provide, nor are volunteers entitled to, workers' compensation benefits for any injury sustained while engaged in the performance of service for the district

LEGAL REQUIREMENTS FOR VOLUNTEERS AND STAFF

Johnstonville School District is committed to a work environment free of harassment. The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision-making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status.

Harassment, Intimidation, and Bullying Prevention:

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

Siblings:

Due to liability restrictions, children who are not enrolled at Johnstonville may not accompany Parent Guests or Chaperones to school for their assignments.

Confidentiality is a legal requirement:

Students at Johnstonville School have the right to expect that information about them will be kept confidential by all staff and volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of

educators, parents, and students by enacting the [Family Educational Rights and Privacy Act](#) (known more commonly as “FERPA”).

- Each student with whom you work has the right to expect that nothing that happens to or about him/her will be repeated to anyone other than authorized school employees, as designated by administration.
- You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the student’s teacher or administration.
- Parents, friends, or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the student’s teacher or administration. You may not share information about a student even with members of your own family or the student’s family.

Frequently Asked Questions about Fingerprinting

Q: Why do regular volunteers need to be fingerprinted?

- To ensure the safety of our students, the district requires any volunteer who may be alone with students to be fingerprinted.

Q: If I have already been fingerprinted elsewhere, do I need to get fingerprinted again?

- Yes. Johnstonville Elementary School District requires Chaperones to be fingerprinted for our District. Previous employees and teachers who work at other school districts or have been fingerprinted with the Lassen County Office of Education still have to get fingerprinted again with us in order to be approved to volunteer. The only volunteers who do not need to get fingerprinted are current employees of Johnstonville Elementary School District.

Q: How often do I need to be fingerprinted?

- Chaperones only need to be fingerprinted one time for the entire time they volunteer in Johnstonville School.

Q: Where do I get my fingerprinting done?

- You may contact the Lassen County Office of Education to set up an appointment for fingerprinting. The Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) will review fingerprints. Each organization has a particular cost. In addition, there is a cost at the Live Scan Center to process the actual fingerprinting. Please contact the Lassen County Office of Education regarding the fees for fingerprinting.

Q: What types of crimes would prohibit a volunteer from working Johnstonville?

- Any, and all, felonies
- Crimes against minors
- Possession, sale, or use of controlled substances
- Illegal possession or use of weapons or dangerous objects
- Violent crimes
- Burglary or robbery

Q: What if the arrest or conviction took place many years ago?

- The Superintendent/Principal will schedule a meeting with the volunteer applicant and make a decision on eligibility of service. This decision would be final and cannot be appealed.

Q: Are there any alternatives to the fingerprinting requirement for Chaperones?

- A Chaperone may, at their discretion, choose to meet the criminal background check requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing as an alternative to the standard Live Scan process

Q: How do I know my personal information will be kept confidential?

- We do not retain Live Scan reports after a determination of eligibility to volunteer is made. Johnstonville Elementary School District's database of Parent Guests and Chaperones is maintained under the same security measures as employee and student information.

Johnstonville Elementary School District

Volunteer Reference Guide:

Purpose

To ensure the safety, compliance, and effectiveness of volunteer participation by distinguishing between Lunch Visitors, Parent Guests, and Chaperones within the guidelines set forth in the Volunteer Handbook.

I. Role Definitions

Lunch Visitor: An individual visiting campus to eat with their own student during designated lunch times and days.

Parent Guest: An individual attending a scheduled and supervised campus event (e.g., classroom party, classroom workstations) to participate with their child or small groups of students in a supervised setting.

Chaperone: A volunteer approved to support multiple students and who may temporarily supervise small groups of students without direct staff oversight (e.g., field trips, mentoring). Chaperones who help provide instruction (pursuant to Education Code 45349) are required to submit evidence of basic skills proficiency to the Superintendent/Principal or designee prior to beginning their assignment. In addition, a Chaperone may, at their discretion, choose to meet the criminal background check requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing as an alternative to the standard Live Scan process

II. Requirements

Requirement	Lunch Visitor	Parent Guest	Chaperone
Application Required	No	No	Yes (Volunteer Application)
Staff Sponsorship	No	Yes	Yes
Superintendent/Principal Approval	No	Yes	Yes
Sign In/Out & Wear Badge	Yes	Yes	Yes
Current, Government-Issued ID	Yes	Yes	Yes
Tuberculosis Risk Assessment	No	No	Yes
Live Scan Fingerprinting (DOJ & FBI)	No	No	Yes
Volunteer Handbook Acknowledgement	No	No	Yes
District Approved Volunteer List	No	Yes	Yes
Annual Orientation	No	Yes	Yes
Agrees to a Schedule Made by Staff Member	No	Yes	Yes

III. Expectations & Conduct

Area	Lunch Visitor	Parent Guest	Chaperone
Supervision	In the presence of staff and other visitors	Always in presence of staff	May supervise small groups of students independently
Training/Orientation	None	Basic office procedures and orientation with administrator	Review of handbook and orientation with administrator
Disciplinary Role	None, please refer concerns to staff	None, please refer concerns to staff	None, please refer concerns to staff
Boundaries	No physical contact unless initiated by child (unless their own)	No physical contact unless initiated by child	No physical contact unless initiated by child
Confidentiality	Must observe FERPA and district confidentiality rules	Must observe FERPA and district confidentiality rules	Must observe FERPA and district confidentiality rules
Social Media Policy	No photos or social media sharing of students (unless their own)	No photos or social media sharing of students	No photos or social media sharing of students

IV. Administrative Notes

- All volunteers, regardless of type, must check in and out of the school office and wear an ID badge while on campus.
- Parent Guests and Chaperones must complete an orientation with the administrator prior to volunteering
- Chaperones may not begin their role until fingerprint clearance and TB verification are complete.
- Administrators reserve the right to reclassify a Parent Guest as a Chaperone depending on the planned level of student contact.
- Non-enrolled children may not accompany any Parent Guest or Chaperone while they are volunteering.

Date Received Stamp

VOLUNTEER APPLICATION

Lunch Visitors and Parent Guests:

- ☐ Lunch Visitors and Parent Guests: Application NOT Required

Chaperone:

- ☐ Be sponsored by a Johnstonville employee and approved by Dr. Smith.
- ☐ Sign in the front office, present a current, government-issued photo identification card, wear an identification badge, and sign out at the front office at the end of their time on campus.
- ☐ Read Johnstonville's Volunteer Handbook.
- ☐ Submit signed Volunteer Application.
- ☐ Have a clear tuberculosis risk assessment/test.
- ☐ Clearance of Live Scan Fingerprints through the Department of Justice (DOJ) & FBI as noted in district policy.
- ☐ Have a clear tuberculosis risk assessment/test* - Expiration date: _____

Desired Volunteering Location/Rm #: _____

Volunteer Name: _____ Phone #: _____

Email Address: _____

Student Name(s) & Grade(s): _____

Relationship to student: _____

In case of Emergency Contact: _____ Phone #: _____

I am aware that during the course of volunteering, confidential information may be made available to me. I will not disseminate this information within or outside the school community. I understand that my volunteer services are terminable at will either by myself or Johnstonville Elementary School District. I **have** read Johnstonville's Volunteer Handbook and understand the requirements to volunteer at Johnstonville School.

Volunteer Signature

Date

Superintendent/Principal Approval Signature

Date

* Please do not contact Lassen County Office of Education regarding live scan clearance. Johnstonville School office personnel will be contacting you to provide clearance updates as it becomes available.