



Volunteer Guidelines & Information

Volunteers are an important part of Montague Elementary School. Parents, grandparents, and community members help classroom teachers facilitate small group work, provide individual support, and offer a fun change of pace. Volunteers often have wonderful and unique life experiences that enrich the classroom experience and give students the opportunity to learn firsthand.

The following information is intended to support and inform you as a member of the Trojan team. If at any time you have questions or concerns, feel free to contact the principal directly.

Health & Fingerprint Requirements:

All volunteers must have a cleared TB screener on file with the District. This can be done at your primary physician's office or urgent care facility. Volunteers are also required to clear a background check via fingerprinting. This can be completed at the Siskiyou County Office of Education. Payment is due at the time of fingerprinting and is not covered or reimbursed by MES.

Appointments are scheduled online at the Siskiyou County Office of Education website. Select the Human Resources Department page, click the Fingerprint Rolling Appointment Calendar and Forms link, select an open appointment date and time on the Scheduling Calendar.

Keenan Trainings:

Prior to volunteering in the classroom each of the following online training must be completed. A certificate with a score of 80% or higher must be on file with the District. If internet access is an issue, training can be facilitated at MES with prior scheduling. These trainings can be accessed at

Website: <https://montague-keenon.safeschools.com>

Username: VOLUNTEER

1. Bloodborne Pathogen Exposure Prevention
2. Child Care Mandated Reporter: AB 1207
3. Concussion Awareness: Athletics (volunteer coaches only)
4. Slip, Trips and Falls

Dress Code:

Volunteers are expected to maintain an appropriate appearance that is businesslike, neat, and clean. Faded or tattered/ripped or torn articles of clothing are not acceptable. Clothing items that display inappropriate advertising logos, writing or that are revealing or provocative are not considered businesslike, and should not be worn.

Check-In/Out Procedure:

Volunteers must sign in and out in the front office. Upon signing in, a volunteer badge will be issued that must be worn at all times while on campus.

Bathrooms:

Volunteers have access to two adult bathrooms on campus. One is located in the Nurses Room, near the front office, across from room 13. The second adult bathroom is located next to the staff room and requires a key.

Adults may *NOT* use or *ENTER* the student bathrooms at any time. If there is a student issue an MES employee should be notified and they can assist the student in need of help.

Student Supervision:

If a student is sick or complains about illness, direct them to their classroom teacher. Do not offer to help call home from the classroom or on your personal cell phone. *NEVER* give or allow a student to take medication. All student medications are kept in the office.

Student injuries that require assistance beyond a bandage should be directed to the front office. Another student may walk the injured student if necessary for safety.

Volunteers will work with students under the immediate supervision of certificated staff members. Volunteers are not permitted to be alone with students at anytime.

Student Discipline:

Volunteers are not a part of the discipline process. Volunteers can remind students of school rules, to be kind and be respectful. Some phrases that are typical to use are listed below. If a student needs specific behaviors, unsafe or inappropriate choices corrected this may *ONLY* be done by a MES staff member. Please walk a student to an MES staff member or inform them of the issue/incident so it can be addressed.

- "Are you following the directions?"
- "Is that a kind way to talk to a classmate?"
- "Which school rule are you breaking by doing..."

Emergency Situations:

- Fire: Follow directions given by the classroom teacher or MES staff member. Each class has a designated meeting area. All students must be silent.

- Lockdown: close (lock) classroom door, blinds and have students sit silently in the corner/back of the room under the windows. Follow all instructions given by MES staff.
 - *NEVER* open a door. Once shut it *MUST* stay shut.
 - Law enforcement or the principal will open the door with their keys.
 - *DO NOT* contact anyone using your personal cell phone. This is incredibly detrimental and creates chaos for law enforcement and MES administrators.

Driving/Transportation:

Volunteers who would like to help by driving students to or from a school sponsored event must have an approved School Approved Driver Packet on file in the MES front office.

SISKIYOU COUNTY OFFICE OF EDUCATION
AUTHORIZATION FOR LIVESCAN
(To be completed by requesting school district.)

Schedule LiveScan appointments on the SCOE Human Resources webpage [Human Resources / LiveScan Appointment Calendar \(siskiyoucoe.net\)](http://HumanResources/LiveScanAppointmentCalendar(siskiyoucoe.net))

Applicants must bring this completed Authorization for LiveScan form, completed Request for LiveScan Service Form, Government Identification and payment to their appointment.

REQUESTING DISTRICT INFORMATION

Requesting District: Montague Elementary School District
Authorized by: Casey Geyer
Signature of Authorizing Agent: _____

APPLICANT INFORMATION

Name: _____
Telephone Number: _____
Position: Volunteer
Certificated or Classified: Classified

SERVICE RATES

- \$32 - Department of Justice (DOJ)
- \$17 - Federal Bureau of Investigation (FBI)
- \$23 - SCOE

SERVICE REQUESTED

- Certificated \$55 (DOJ, SCOE)
- Classified \$72 (DOJ, FBI, SCOE)
- Charter School Personnel \$55 (DOJ, SCOE)

PAYMENT OPTIONS

- District to be invoiced. Purchase Order # _____
- Applicant to pay at time of LiveScan. *(For cash payments, exact amount is required.)*

Please contact Joshua Stanshaw jstanshaw@siskiyoucoe.net or Joy Torres jtorres@siskiyoucoe.net for assistance.

