



Teach a Child, Build a Future

## VOLUNTEER GUIDELINES

Jefferson School District 14J

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**Volunteers are an important part of the education team.** Volunteers in Jefferson's schools are contributing to the education of our students every day, helping school staff enrich children's learning experiences. By sharing their time, volunteers allow our schools to offer more services to children and families, better meeting the individual needs of each child.

### How you can be a good volunteer:

- ❖ **Be on time and reliable.** Volunteers are most helpful when they can be counted on. If you can't make it or will be late, please call the school office as far in advance as possible. Be fair and realistic about the times you can volunteer, and then stick with that schedule. Make it a priority.
- ❖ **Be a good representative of your schools.** As a volunteer, you represent the school and the district, not just when you're here, but everywhere in the community. Help spread the word about the good things that your schools are doing. Answer questions when you can or urge people to call the schools for more information. If you have concerns about anything happening in the school, talk to the principal.
- ❖ **Keep confidential information confidential.** As a volunteer, you may learn confidential information about our students. It is critical that you keep that information confidential and do not divulge it, even to friends or family. We trust you to maintain students' rights and privacy, and they do, too.
- ❖ **Set a good example for students and visitors by following school and district rules.** We expect our students to dress, speak and behave appropriately. Your dress, behavior and language set an example when you volunteer in the schools. Please do not wear revealing clothing. Clothing that contains references to alcohol, tobacco, drugs, violence or inappropriate language are not allowed. Please remember that student discipline is the responsibility of the teacher and/or principal. Remember ~ the example that you set for students shows that school is an important place that deserves respect.

### Learn the basics ~ Your job as a volunteer will be easier if you learn the following:

- ❖ The classroom, school and district's rules
- ❖ Your way around your school or other volunteer site, including the location of restrooms, supply and work room areas, staff lounge areas, and entrances and exits
- ❖ Where to sign in and out, and how to get your nametag
- ❖ What to do in an emergency (see following sections)
- ❖ Where to park
- ❖ Your school's calendar and schedule
- ❖ How to purchase lunch from the cafeteria

**Background Checks:** All volunteers in the Jefferson School District are required to pass a criminal background check every other year before volunteering. You will be asked to complete a *Criminal History Verification of Applicants* form. This form will be processed through the Oregon Department of Education. The information provided is confidential. There is no cost to you for the record check. A copy of School District Policy 8520 is enclosed for your review.

**Report to the School Office:** Volunteers are responsible to the building Principal. If you have a question or need an explanation for something you do not understand, ask the teacher or Principal.

**Child Abuse:** Volunteers should report suspected incidents of child abuse to the Principal. This can include physical abuse, sexual abuse, or neglect. If you suspect child abuse, see the Principal and refer to the section on child abuse reporting in the School District Staff Handbook or District Policy Book, Policy 9600.

**Drug and Tobacco Policy:** Jefferson School District 14J has a drug-free workplace policy and prohibits the use of tobacco products of any kind on District property. If you suspect someone is distributing, in possession of, or using a controlled substance, report the information directly to the Principal or another District administrator. See the School Board Policies and Procedures for additional information.

## **A VOLUNTEER'S RESPONSIBILITIES:**

### **Dependability:**

- ❖ Your loyalty and dependability are determined in large part by the degree of satisfaction you feel when you work as a volunteer in our district. The tasks you are assigned should be meaningful and varied, and the level of responsibility should increase as you feel you can handle it.
- ❖ Our volunteers join us with enthusiasm and high hopes for a good experience for everyone. If you are not dependable, the school should learn why and be sure you understand what to do when you cannot come on an assigned day.
- ❖ Our teachers understand the value of our volunteers and how they relate to the total effort.

### **Professionalism:**

- ❖ Volunteers model the professional attitude demonstrated by district staff in dress, manner, behavior, etc. Remember ~ although your job is that of a volunteer, your commitment is professional.

### **Confidentiality:**

- ❖ The issue of confidentiality cannot be overstressed in our schools. Remember ~ do not comment on individual students, faculty members, or the school in an inappropriate manner. Confidential files, papers and records should be put away immediately after they are used and are not to be shared with others.

### **Questions and Answers:**

- ❖ Be sure to get clear directions or instructions from the supervising staff member.
- ❖ Be sure you understand the assigned tasks.
- ❖ The teacher will provide you with samples or demonstrate how tasks are to be performed.
- ❖ You should feel comfortable about asking the teacher or other staff member for clarification when needed. Good communication is a key to the success of our volunteer program.

- ❖ If you are unsure about an assignment or have a question of any kind about the schools, please don't hesitate to ask.

## **VOLUNTEER GUIDELINES**

1. Upon arrival, please sign in at the school office.
2. Please call before school starts (327-3337) if you will be unable to come. The office will notify the teacher.
3. Use appropriate language and dress.
4. Please be on time.
5. Each teacher will explain carefully the task to be done. Feel free to ask any questions.
6. **Always keep information about students and staff confidential.**
7. If you have concerns or questions about the student's work, please discuss them with the teacher.
8. If you are uncomfortable working with a student or they misbehave, share this with your staff supervisor. We expect our students to behave at all times.
9. Discipline is the responsibility of the teacher.
10. Report any accidents, injuries or unusual circumstances immediately.
11. Please leave non-attending children at home.
12. Never leave your students unattended.
13. Always treat students with dignity.
14. **Never share stories about students, staff or other volunteers with your friends. School information is confidential.**
15. Contact the school office if you have any questions or concerns.

## VOLUNTEER INTEREST SURVEY

(Please Print or Type)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last, First, M.I.

Mailing Address: \_\_\_\_\_

Street or P. O. Box

City, State, Zip

Telephone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Preferred time to volunteer (please circle one):    Daily    Weekly    Monthly    Occasionally

Preferred days and times (mornings, Tuesdays, etc.) \_\_\_\_\_

Areas and Building in which I would like to volunteer:

AREA	ES	MS	HS
Tutor a student.			
Work with individual students.			
Work with small groups of students.			
Listen to students read.			N/A
Translate for students. Language:			
Help with teacher's clerical work.	N/A		N/A
Prepare materials			
Chaperone field trips.			
Help students with dramatic performances, special events.			
Help out in class with art projects, science experiments, etc.			N/A
Appear as a guest speaker. Topic:			
Organize or help with school security (bus, school grounds, etc.)	N/A		
Building maintenance.			
Gardening or yard work.			
Work in school library (shelving books, book fair, etc.)			
Photograph school activities.	N/A		
Videotape school activities	N/A		
Provide transportation for parents for conferences, events, etc.			
Prepare newsletters for distribution.			
Work in Beyond Jefferson	N/A	N/A	
Prepare poster, displays, etc.			
Do copying and laminating.			
I am interested in working with children on computers and supervising children while they surf the World Wide Web on the Internet			
Provide snacks.		N/A	N/A
I am interested in improving our schools by working with other parents on site-based councils, and projects and issues concerning our schools.			
Help with class parties.			
Other. Please list:			

I have read the volunteer policy and guidelines provided with my application.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Jefferson School District 14J  
1428 North 2<sup>nd</sup> Street, Jefferson, OR 97352  
Phone: 503-327-3337 x 240  
FAX: 541-327-2960

## Criminal History Verification of Applicants

**Please type or print clearly as appears on legal identification.**

Legal Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

List Other Names Previously Used: \_\_\_\_\_  
(includes Maiden Name)

Social Security No: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Driver License/Identification Card No.: \_\_\_\_\_ Issue State: \_\_\_\_\_

*Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial of employment or any rights, services or benefit to which you are otherwise entitled. If you do provide the number the district will use it as an additional identifier to search for any criminal record you may have. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.*

Mailing Address \_\_\_\_\_  
Street Apt # City State Zip

A. Have you **EVER** been convicted of a sex-related crime?  Yes  No

1. If yes, was the conviction in Oregon or another state? Please specify state: \_\_\_\_\_

2. If yes, did the crime involve force to minors?  Yes  No

B. Have you **EVER** been convicted of a crime involving violence or threat of violence?  Yes  No

1. If yes, was the conviction in Oregon or another state? Please specify state: \_\_\_\_\_

C. Have you **EVER** been convicted of a crime involving criminal activity in drugs or alcoholic beverages?  Yes  No

1. If yes, was the conviction in Oregon or another state? Please specify state: \_\_\_\_\_

D. Have you **EVER** been convicted of any other crime except a minor traffic violation?(Includes Traffic Crimes)  Yes  No

E. Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal?  
 Yes  No

**Advisory:** A check of the applicant's criminal history will be made by the JSD to verify the responses to the preceding questions. I hereby grant to the school district permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, the school district will conduct a criminal offender record check of applicants for all prospective school employees and volunteers working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and industries, Civil Rights Division, State office Building, Suite 1070, Portland, Oregon 97323, telephone (503) 731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I have circled the Jefferson schools where my child(ren) attend(s): JES JMS JHS None

## VERIFICACIÓN DEL HISTORIAL CRIMINAL DE LOS SOLICITANTES

### Favor escribir a máquina o en molde claramente - como aparece en la licencia

Nombre \_\_\_\_\_ Fecha de Nacimiento \_\_\_\_\_ Sexo: \_\_\_\_\_  
Apellido paterno/nombre/apellido materno \_\_\_\_\_ Mes/Día/Año \_\_\_\_\_

Otros nombres usados anteriormente: \_\_\_\_\_

Número de Seguro Social: \_\_\_\_\_ No. Licencia de Conducir de Oregon/Tarjeta de Identificación \_\_\_\_\_

*Proveer el número de seguro en esta forma es voluntario. Si usted decide no anotar el número de seguro, no se usará como base para negarle el trabajo o cualquier derecho, servicios o beneficios a los cuales usted tiene derecho. Si usted provee el número, la policía del estado de Oregon lo usará como información adicional en la búsqueda de cualquier dato criminal que usted pueda tener. Su número de seguro será usado como se indica anteriormente. Las leyes estatales y federales protegen su privacidad y datos de su archivo personal.*

Dirección: \_\_\_\_\_  
Número y Nombre de la calle

Ciudad: \_\_\_\_\_ Estado \_\_\_\_\_ Código Postal \_\_\_\_\_

A. ¿Alguna vez ha sido usted declarado culpable de un crimen sexual o relacionado al sexo? ( ) Sí ( ) No

Si sí, ¿Fue la convicción en Oregon u otro estado? (Favor de especificar si fue en otro estado) Estado: \_\_\_\_\_

Si sí, ¿El crimen involucro fuerza o a menores de edad? ( ) Sí ( ) No

B. ¿Alguna vez ha sido declarado culpable de un crimen que involucro violencia o amenaza de violencia? ( ) Sí ( ) No

Si sí, ¿Fue la convicción en Oregon u otro estado? (Favor de especificar si fue en otro estado) Estado: \_\_\_\_\_

C. ¿Alguna vez ha sido declarado culpable de un crimen involucrado en actividades criminales de drogas o bebidas alcohólicas? ( ) Sí ( ) No

Si sí, ¿Fue la convicción en Oregon u otro estado? (Favor de especificar si fue en otro estado) Estado: \_\_\_\_\_

D. ¿Alguna vez ha sido declarado culpable de cualquier otro crimen excepto violaciones menores de tráfico? ( ) Sí ( ) No

E. ¿Ha sido arrestado dentro de los últimos tres años por un crimen que todavía no ha hasido absuelto o juzgado? ( ) Sí ( ) No

**Aviso:** Una investigación del historial criminal del solicitante será realizado por el Jefferson Distrito Escolar para verificar las respuestas a las preguntas precedentes.

*Yo concedo por la presente el distrito escolar permiso para investigar los datos civiles o criminales y verificar cualquier declaración hecha en esta forma. No obstante en todo caso si el solicitante concede el consentimiento, el Departamento de Educación de Oregon dirigirá una investigación de los archivos de delitos criminales para las posiciones de chófer de autobús, voluntario u otro prospecto empleo escolar trabajando con o alrededor niños. El solicitante tiene derecho de revisar su historial criminal para verídica la validez o exactitud de la información. La discriminación del empleador basada únicamente en datos de arresto puede violar leyes federales de derechos civiles. El solicitante puede obtener más información acerca de los derechos del solicitante contactando a la Oficina de Labor e Industrias, División de Derechos Civiles, State Office Building, Suite (Salón) 1070, Portland, Oregon 97323, teléfono 503-731-4075.*

Comprendo lo leído y he recibo este aviso.

Firma de Solicitante: \_\_\_\_\_ Fecha \_\_\_\_\_

Número de Telefono: \_\_\_\_\_

Escuela de mi hijo/a: JES JMS JHS