



A community partnership dedicated to academic
and personal success for every student . . .

***Whatever
it takes!***

VOLUNTEER HANDBOOK

**Roseburg Public Schools
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Roseburg, OR 97471
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Welcome to the Roseburg Public Schools Volunteer Program! Thank you for offering your time and expertise to our schools. We value the time you give and the enrichment you provide for our educational programs.

We want the experience of volunteering in our schools to be fun and rewarding for you and beneficial to our students. We hope this handbook will help volunteering go smoothly for you, that it will answer your questions, and give you guidance throughout your volunteer experience.

Although a handbook is a ready reference to general information, it is not intended to enlarge or diminish any Board Policy or Statute. This handbook is subject to unilateral revision or elimination from time to time without notice. Please remember that either the teacher or the principal will be glad to answer your questions and provide any assistance you may need.

Program Overview

The Roseburg Public Schools Volunteer Program is a district-wide program with volunteers in every school. The purpose is to:

- Help teachers and other staff in ways that are specifically requested by them.
- Provide opportunities for all community members to serve as volunteers in our schools in ways that are appropriate for them.
- Provide enrichment of the learning experience for all students, Pre-K-12.
- Use a system of placing volunteers that helps put each individual where they are most useful.
- Serve as a communications network between the schools and community.

Opportunities and Descriptions

There are many volunteer opportunities within Roseburg Public Schools, including:

- Classroom instructional volunteer
- Field trip chaperone
- Classroom clerical volunteer
- Volunteer coach
- Office clerical worker
- Library volunteer
- Arts and crafts volunteer
- Career speaker (What do you do for a living?)
- Special topics speaker (What do you know a lot about?)
- Storyteller
- Special programs coordinator

Or you can simply offer to do an “odd job” occasionally? Whatever you want to do, please let us know.

Volunteer Assignments and Placement

Classroom assignments for any classroom or program must be approved in advance by the principal. The principal will determine:

- The appropriateness of volunteers to the curriculum and/or classroom or program needs
- The skill and experience requirement of the volunteer(s)
- The ideal or maximum number of volunteers to be utilized

Supervision and Training

The principal or designee is responsible for the training and supervision of volunteers at their locations.

Training – State Requirements

Oregon Senate Bill 155 requires specific training for all District employees and volunteers.

- Training materials for sexual harassment, sexual conduct, and child abuse are part of the volunteer application and can be found on the Volunteer page (Menu – Families – Volunteer) of the District's website: <https://www.roseburg.k12.or.us/families/volunteer>.
- Criminal background checks are required for all volunteering in accordance with OAR 581-021-0512 and **must be redone every three (3) years**. The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Each situation will be considered individually.
 - Submitting information for the background check is included in the Volunteer application process. Please reach out to the Human Resources department if you have questions about background checks at (541) 440-4008.

Training - General

It is the responsibility of the principal or designee to provide volunteers with an orientation, and to review with the volunteers board policies and administrative procedures regarding safety procedures, sexual harassment, child abuse, discrimination, security and internet and software use and other applicable policies and school rules.

- The principal or designee may provide information regarding school goals, programs and practices and an orientation related to their specific responsibilities as appropriate.
- Office equipment and audio-visual machine training is available through the school office. Please let the staff know if you need training to properly perform your volunteer tasks.

Supervision

Volunteers assigned to classrooms are to be under the direction of the classroom teacher, unless directed otherwise by the principal.

Workplace Expectations

All volunteers for Roseburg Public Schools are expected to meet the following workplace expectations as a basis for continued involvement in the District. **A volunteer's involvement with a school(s) may end at any time at the discretion of the Superintendent, Principal, or designee.**

Attendance and Punctuality

Volunteers are expected to be punctual and reliable in fulfilling any assignment(s) given, following schedules, and completing tasks. If you are unable to come to school when you are expected or if you are unable to complete a task that you have agreed to, please notify the teacher, school office manager, or principal immediately.

Confidentiality

Confidentiality is of the utmost importance when volunteering with students; information observed while volunteering should not be discussed with anyone outside the school setting. It is expected that volunteers will maintain the integrity of confidential information relating to a student, family, staff, and community members.

- Sharing information, even without the use of a student(s) name(s), is not allowed as it is possible that information could still be linked back to a student.

- Volunteers may work with student directory information. Volunteers **shall not** work with student and personnel files.
- Staff are reminded regularly not to have discussions of a confidential nature about students or staff in the presence of a volunteer. If you are unintentionally a part of a discussion that seems confidential, please excuse yourself from the conversation.

Effective Work Relationships and Collaboration

It is expected that you will maintain work relationships that are characterized by mutual support, cooperation, and respect, and that contribute to a collaborative school culture focused on student learning. If an issue arises with another volunteer or staff member, take your concern to the principal.

Following Policies and Directives

Volunteers are expected to follow all district policies, rules, regulations, memos, bulletins, announcements, applicable position description, professional standards, and reasonable requests by administrators/supervisors.

Personal Appearance

Volunteers shall be dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting. They will appear at school district premises in a professional manner in which they are fit to perform all duties.

Setting Appropriate Personal Boundaries with Students

All volunteers are expected to maintain professional boundaries in their relationships with students, including use of appropriate language, appropriate physical contact, and in the use of technology such as email, text messages or social networking internet sites.

Use of Technology

Personal cell phones or electronic devices shall not be used while working with students. If needed, a volunteer may use District technology under direct supervision of a District staff member. Personal information (such as cell phone numbers and email addresses) should **NEVER** be given to a student nor should a volunteer ever request or seek out that information of a student.

Volunteer Dos and Don'ts

Volunteers Shall

- Identify themselves as a volunteer when answering the phone
- Wear a school identification or volunteer badge at all times that is visible
- Follow building check-in and check-out procedures when arriving and departing
- Keep confidential, any information about a student or any school-related incident
- Use appropriate language
- Discuss age-appropriate topics
- Set appropriate personal boundaries with all students and adhere to all District policies regarding interactions with students
- Refrain from disciplining students. Any behavior requiring discipline shall be directed to the appropriate teacher or administrator.
- Refrain from giving students gifts, rewards, or food items of any kind without the teacher's express permission or direction
- Adhere here to all District policies concerning dress and personal appearance
- Wear perfume or colognes sparingly due to potential allergies or sensitivities of students

- Immediately communicate safety concerns or emergency issues to someone in authority (teacher, building administrators, etc.)
- Be under the direction of a staff member
- Abide by the code of ethics and standards of conduct for school employees
- Abide by all other applicable policies and school rules, including, but not limited to those listed in this handbook
- Complete a Volunteer Liability Release Form, Handbook Acknowledgement, Background Check, and SB 155 trainings.

Volunteers **Shall Not**

- Be assigned the duty of checking students in and out of school
- Be assigned an area where confidential matters are kept or discussed
- Provide instruction to students beyond the express direction of a teacher/staff member
- Assign grades
- Work outside the classroom with students, without appropriate supervision
- Exchange or request personal information with/of students
- Fraternize with students
- Transport students in their personal vehicles
- Have access to or work with confidential data such as student records or personnel files
- Have their cell phones or electronic device on while working with students
- Be a distraction to the students or teacher

Complaints about Volunteers

The principal shall be responsible for investigating and resolving complaints regarding volunteers.

- Any person believing that a volunteer should not be allowed to continue volunteering within the school system must make a written and signed complaint to the building principal.
- The principal must inform the Superintendent or designee of all such complaints received.
- The principal must investigate the complaint and make a report of their findings to the Superintendent or designee. All complaints and investigation reports shall be kept confidential to the extent afforded by law.
- Based upon the report, the superintendent or designee may prohibit a volunteer from volunteering at one or more school campuses. **This decision is final.**

Volunteers under investigation for alleged misconduct will be reported in accordance to state and federal statutes.

Working with Large Groups

When we speak of a “large group,” we think of a classroom-size group of about 25 students. Occasionally it might be a larger group. Usually, a volunteer will only be working with a large group if they are making a special presentation, reading, telling stories, or coaching. Remember to:

- Plan in advance exactly what you wish to share with the students
- Organize your presentation so that you have an introduction, a main part, and a conclusion
- Bring hands-on activities for the students, if applicable
- Make sure the teacher has any special equipment you might need ready ahead of time.

When you interact with a large group of students:

- Maintain eye contact with all students
- Provide opportunities for interaction (questions, etc.)
- Keep on track, don’t let the students get you off on a tangent
- Use simple vocabulary and a direct, conversational manner of speaking

Working with Small Groups

When you work with a small group of students, you can get to know them quickly. This is rewarding in itself. The following suggestions will help you to be successful:

- Learn each student's name and use it regularly
- Be calm and consistent, use a low voice and the students will follow your lead
- Use positive comments whenever possible and appropriate
- Avoid letting any student take over, and be aware of very shy or quiet students, gradually involving them in the group's activities
- Let all students do as much as possible independently and help them as they need it, but never do student's work for them
- Keep instructions clear and simple, making sure all students understand
- If you do not know an answer, say so; the students will appreciate your honesty
- Follow the teacher's rules and standards for behavior, let the teacher handle the discipline of students.

Discipline

Discipline is the responsibility of the teacher or building administrator. Inappropriate behavior should be quietly corrected in a non-judgmental way by the volunteer, and referred to the teacher if it continues. By accepting each child as they are and by encouraging consistent, positive behavior, you will be on the right track and will encounter few difficulties.

Health and Safety

The District takes the safety and security of its students, staff, and community visitors/volunteers extremely seriously. **If you feel unsafe at any time, please reach out to the principal immediately.**

Safety and Security

Safety is largely common sense: do not let a student do things that threaten their own or a classmate's safety. Watch carefully if you are supervising the use of scissors, stoves, ovens, woodworking tools, sewing machines, and other potentially dangerous items.

- Supervising staff shall provide safety, fire, and emergency procedures to volunteers and shall provide adequate supervision to ensure safe work practices. Volunteers shall follow all safety procedures and policies. **Volunteers may not administer first aid, except in an emergency.**
- **Accident/Injuries** – If you are injured, please go to the office. The Principal or Office Manager will help you complete a Volunteer Incident Report Form and send it to the District Office.

If you should hear a rumor about some kind of threat to the school or people in it, tell the principal immediately. Do not assume a rumor is true or false, inform the principal and let them separate fact from fiction. The principal will work with district officials and public safety personnel to investigate rumors and make sure schools are safe.

Each building has an Emergency Operations Plan. This manual includes procedures for many emergency situations including evacuation, shelter-in-place, lock downs, injuries, etc. You should speak with the building administrator about your role during a drill or actual emergency.

Health/Illness

Please do not come to school if you are ill; call the teacher or office staff to let them know that you will not be coming due to illness. Likewise, if you start to feel unwell while you are on campus, please let the teacher know you need to leave and follow appropriate building procedures to check out.

Policies and Regulations

Please pay special attention to and review the following policies, which can be found at www.roseburg.k12.or.us. Additional information and training can be accessed through Vector Training, previously SafeSchools, found on the Staff page of the District website. If you have any questions, please contact the building principal or Human Resources Department.

Bullying of Students	JFC,JFCF,JFCFA/GBNAA, GBNA, GBNA-AR
Discipline - Physical Restraints	JGA, JGAB, JGAB-AR
Child Abuse	JHFE, JHFE-AR
Electronic Communication with Students	GCAB, GCAB-AR
Civil Conduct of Parents, Visitors, and District Employees	KGB, KGB-AR
Recitation of Pledge of Allegiance	INDB
Sexual Harassment of and by Employees	GBN, GBN-AR, JBA, JBA- AR, JHFF, JHFF-AR
Student Conduct – Discipline	JFC, JFC-AR(1), JFC-AR(2), JFCC
Tobacco	GBK, JFCG/JFCH/JFCI
Trips and Transportation	EEACC, EEAE, IICA-AR
Visits to the School	KK
School Volunteer Policy	KM
Volunteers	IICC
Volunteer Program	IICC-AR
Criminal Records Checks/Fingerprinting	GCDA/GDDA GCDA/GDDA-AR
Weapons in School	JFC

Roseburg Public Schools
Criminal Background Check Form

This information will be stored in a confidential manner.
(Please print clearly and complete all sections)

Full legal name

Last Name _____ **Other Last Names Used (Maiden)** _____

First Name _____ **Middle Name** _____

Phone Number _____ **Email Address** _____

Social Security # _____ **Date of Birth (mm/dd/yyyy)** _____

Driver's License # _____ **State (if CA, list counties also)** _____

Field Trip ☐ Classroom Help ☐ PTO ☐ Volunteer Coach ☐ New Hire ☐ Sub ☐ _____

A. Have you ever been convicted of any drug related crimes? ☐ Yes ☐ No

B. Have you ever been convicted of any crimes related to violence or child abuse? ☐ Yes ☐ No

C. Have you ever been convicted of a major traffic violation, including DUI? ☐ Yes ☐ No

D. Have you ever been convicted of ANY misdemeanor or felony crimes? ☐ Yes ☐ No

E. Have you ever been charged with a crime for which there has not yet been an acquittal or dismissal? ☐ Yes ☐ No

F. Have you ever had a restraining order filed against you? ☐ Yes ☐ No

If "Yes" to any question, please complete the following:

Date: _____ County: _____ State: _____

Type of Offense: _____

Explanation: _____

The facts set forth on this form are true and complete to the best of my knowledge. I understand that false statements on this form shall be considered sufficient cause for non-consideration and/or termination.

By my signature, I authorize Roseburg Public Schools to check criminal and/or civil records.

Signature: _____ Date: _____

For Office Use Only

School _____
Position _____
Time _____
Date _____

By: _____ Date: _____

____ Approved
____ Disapproved
____ RAPTOR
____ Aesop
____ Result Notification
____ US ID #
____ Safe Schools / ____ Cris Results

Required Training and Acknowledgement - Vector

Accessing Vector Trainings

1. Go to <https://pacetraining-or.safeschools.com/register>
2. Click '**Register**' then enter in the correct code in the '**Registration Key**' box:
 - a. **Contractor:** 53ae6612
 - b. **Volunteer:** 093efff6
 - c. **Seasonal Hire:** 093efff6
 - d. **Parent:** dc07938a
3. Enter in the requested information and select "Roseburg Public Schools" as the location
4. Click the green '**Register**' box
5. Complete the **SB 155 Training Requirement** module
 - a. There are 25 minutes of videos to watch and a short, 19 question assessment
6. Once you have finished the training, print out the Certificate of Completion and return it with your completed Criminal Background History Check form

Vector Training Acknowledgement

By signing below, I acknowledge that I have completed my online Vector trainings. **I am attaching my Certificate of Completion for the trainings.** I further recognize that my failure to abide by the guidance in these trainings may lead to termination of my (or my company's) contract with the District, termination of my rights to volunteer with the District, and /or my ability to be on District property or attend District events.

Signature

Date

Required Training and Acknowledgement – Child Abuse

Reporting Abuse and Sexual Conduct Training

The "**Reporting Abuse and Sexual Conduct**" brochure should have been given to you at the time you received this form. You can also find it on the ***Volunteer page of the District website***. Please review the brochure and familiarize yourself with the content. If you have any questions, direct them toward your District contact.

Reporting Abuse and Sexual Conduct Training Acknowledgement

By signing below, I acknowledge that I have reviewed the Reporting Abuse and Sexual Conduct information provided by Roseburg Public Schools. I understand the definitions of abuse, sexual conduct, and student and recognize my obligations to report any suspicions of abuse and sexual conduct to the appropriate building administrator. I further recognize that my failure to report known or suspected incidents of abuse and sexual conduct may lead to termination of my (or my company's) contract with the District, termination of my rights to volunteer with the District, and /or my ability to be on District property or attend District events.

Signature

Date

Volunteer Liability Release Form

Volunteer's Name: _____

Primary Phone: _____ Address: _____

Emergency Contact Name and Phone: _____

By signing this Agreement, you acknowledge the following:

My participation in the Activity is voluntary. I understand that participation in this Activity may expose me to risks of injuries. Some of these risks are foreseeable, but some are unforeseeable. Examples of risks include physical injury, emotional injury, property damage, economic loss, non-economic loss, and deprivation of rights, privileges, and immunities. **Some of these risks cannot be eliminated due to the nature of the Activity. I understand that these risks could cause harm to me, my property, and other persons.**

I fully recognize the dangers inherent in this voluntary Activity, but I am willing to participate in the Activity. In consideration for providing me the opportunity to participate in the Activity, **I voluntarily agree to waive and discharge any and all claims against Roseburg Public Schools and release it from liability**, up to and including claims for any negligent actions of the District or its employees or agents, to the fullest extent allowed by law, for myself, my estate, my heirs, my administrators, my executors, my assignees, and my successors. I also agree to release, exonerate, discharge and **Hold Harmless** the District, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from liability, claims, causes of action, or demands, including attorney fees, arising out of injuries of any kind to me or to my property, or losses of any kind which may result from or in connection with my participation in the Activity, up to and including injuries stemming from the negligent actions of the District or its employees or agents. **I further certify and represent that I have the legal authority to enter into this Agreement.**

In the event that I require emergency medical treatment while participation in the Activity, I authorize the District and its agents to secure the help of a medical services provider and to incur the expenses for medical services recommended by the medical services provider. I agree to provide for the payment of these expenses.

This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

I certify that I have read this document and fully understand its contents. I have read this document in its entirety, and I freely and voluntarily assume all risks of such hazards and notwithstanding such, I agree to participate in this activity.

Signature of Volunteer _____ Date: _____

Volunteer Handbook Acknowledgement

Please read, initial, and sign at the bottom:

____ I acknowledge that I have read the information and that I am responsible for adhering to the provisions and directives therein.

____ I acknowledge that I have a responsibility to keep all information about students and staff confidential. This includes all information of a private nature either heard, observed, or read regarding any student or staff member.

____ I acknowledge receiving the District's "Reporting Abuse and Sexual Conduct" brochure: <https://resources.finalsite.net/images/v1607113560/roseburgk12orus/gapmoiug5jdv1kxson7y/RPS-SexualMisconductBrochure.pdf>

____ I understand that I must complete the "Reporting Abuse and Sexual Conduct Training" accessed through Vector Training: <https://pacetraining-or.safeschools.com/register>

Signature

Date

Printed Name

Please return these forms to the office. If you need assistance or have any questions, you may reach out to the Human Resources department at 541-440-4008 or Ltompkins@roseburg.k12.or.us