

## Hillsboro School District Volunteer Guidelines

### Welcome!

This handbook is designed to help volunteers understand the important role they play in supporting students and staff. It includes information on volunteer activities, expectations, policies, practices, and procedures that volunteers must follow. It also details the requirement for all volunteers to undergo background checks to ensure the utmost safety of students and staff.

### Volunteering in the Hillsboro School District

The research is clear about the role of family and community involvement - it makes a significant difference in student achievement. HSD is very fortunate to have a supportive and engaged community who understands and appreciates the importance of education.

### We are all Part of a Team

**Volunteers** work under the direction of school principals, teachers, and other staff members. Volunteers can:

- Relieve teachers of many non-teaching duties and tasks.
- Assist teachers in providing more individual help and instruction to students.
- Strengthen relationships and understanding between schools and families.

**School-Based Staff** work with principals, teachers, other staff members to support school and student needs with volunteer help. They recruit and place volunteers, as well as offer or arrange for training, as needed. The District Volunteer Coordinator can assist with placing volunteers for group activities or projects.

The **District Volunteer Manager** is the point person for the volunteer application and background check process and can answer questions about eligibility and expectations.

**Parent Groups** operate independently from schools but within the parameters of school and district policy. Parent Groups work with principals, teachers, other staff members, and the District Volunteer Manager to organize, support, and fundraise for extracurricular and enrichment activities for students and families.

**School Principals** have the final authority over what happens in their schools, including the volunteer program and Parent Group activities. Principals are responsible for setting guidelines and developing a positive working relationship with volunteers.

### Volunteer Program Policies

**Volunteers - Board Policy** [IICC/IICC-AR](#)

Volunteers are an important part of ensuring student success in HSD. Volunteering in HSD is a privilege, not a right. Volunteers are there to complete a specific task or assignment. Volunteers

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are expected to adhere to the rules and guidelines set forth by the District. The District reserves the right to place and remove volunteers from service.

**Background checks** - [Board Policy: GCDA/GDDA](#) // [GCDA/GDDA-AR](#)

In a continuing effort to ensure the safety and welfare of students and staff, the District requires a criminal records check of all volunteers. Information needed for the check is part of the online volunteer application. The District also requires fingerprinting for all approved volunteers.

### Getting Started as a Volunteer

#### 1. Complete the criminal background check

Per HSD Board Policy (GCDA/GDDA), volunteers must submit to a background check. This includes but is not limited to classroom volunteers, volunteer coaches, scorekeepers, timers, band parents, field trip chaperones, mentors, etc. Information needed for the check is embedded in the Volunteer and Background Check Application.

#### 2. Fingerprinting

**\*\*Please note that there is no out-of-pocket expense for this requirement. The total fee for fingerprinting will be billed to the Hillsboro School District.\*\***

Follow these steps to initiate your fingerprint-based background check:

- a. Fieldprint code: **FPVolHillsboro1** You will need this Hillsboro Volunteer code when scheduling your fingerprint appointment. Please make note of it before proceeding.
- b. Follow [this link](#) to schedule your fingerprint appointment.
- c. Click “schedule an appointment.”
  - i. You will need to create an account and login before you will be prompted for the Fieldprint code.
  - ii. Please complete all required fields.
- d. The actual appointment will take approximately 10 minutes; you will schedule at the location of your choice.
- e. Processing can take up to eight weeks.
- f. Once cleared, HSD will be notified and your application will be updated with this information.
- g. You will receive a notification when your volunteer application has been fully approved.

Do you currently hold a teaching license in Oregon? If so, email [Amber Owens](#) with that information and include the name shown on your license.

#### 3. Read the Handbook

Please read through the Volunteer Handbook completely so you understand what is expected of you as a volunteer.

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### 4. Complete Safety Trainings

Volunteers will be required to complete safety training prior to beginning their service.

## Volunteer Expectations and Responsibilities

- **Wear identification**

In an effort to increase safety and security, all volunteers must wear a school-approved nametag at all times when in the building. Those without proper identification will be directed to the main office.

- **Sign in and out**

Volunteers are expected to sign in and out of the building. If you volunteer from home, please keep track of your hours and turn them in monthly to the school.

- **Exercise confidentiality**

Volunteers must protect the right to privacy for all staff and students. You may not disclose sensitive school or personal matters that have come to your attention while volunteering. Discuss student concerns only with the teacher or staff member with whom you are working; discuss other concerns with the principal.

- **Exercise professionalism**

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect, you also should become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

- **School Climate and Equity**

HSD district is committed to equity by recognizing and eliminating institutional barriers and creating access and opportunities that benefit each student. All students, employees, volunteers, and visitors are entitled to a school environment free from discrimination or harassment, expressed by “Bias Incidents” or “Symbols of Hate” as described in [Board Policy ACB: Every Student Belongs](#).

- **Be dependable and punctual**

Students, teachers, and staff members rely on the services performed by volunteers. We ask that you contact the school or teacher if you are unable to volunteer on your scheduled day. Please arrive ahead of time for your volunteer shift.

- **Follow emergency drills**

Volunteers must follow the same emergency procedures as students and staff. Please be aware of and follow posted procedures for Earthquake, Fire, Lockdown, Lockout, Hold and Shelter drills.

- **No alcohol/drugs/tobacco/weapons**

[Board Policy KGB](#) defines the parameters for public conduct on district property and prohibits alcohol, drugs, tobacco, and weapons, and any other items prohibited by policy.

- **Student Medication**

Only trained school personnel will administer medications to students. This includes over-the-counter medication like cough drops and pain relievers.

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- **Youth Volunteers**

Student volunteers under the age of 18 who perform regular volunteer service at a location other than their own school must complete the district's online volunteer application and select "student volunteer" from the drop-down menu.

- **Employee volunteers**

Current District employees who wish to volunteer in HSD schools must complete the online Volunteer Application. Background check and fingerprint clearance will be completed at the District level.

## **District Responsibilities**

HSD is dedicated to making your volunteer experience one that you will choose to repeat over and over again. We will do our best to keep you informed of school needs through our website, newsletters, emails, and telephone calls.

## **Maintaining Appropriate Boundaries**

[Staff/Student Boundaries Poster](#)

It is important that EVERYONE take an active role in helping to ensure a SAFE and HEALTHY environment for students.

Appropriate interactions with adults create a safe environment for students to learn, grow, and seek help in problem-solving and developing social skills. Volunteers play a key role in creating and maintaining this environment.

- Focus conversations on academics, school events, and school activities. Refer personal issues to the classroom teacher, school counselor, or school administrator. Refrain from making comments that could have sexual overtones.
- Stay in a group or public part of the school. Do not be alone with a student.
- Treat all students fairly and equally. Avoid favoritism such as special privileges or gifts.
- Limit interactions to the school environment. Do not meet with students outside of school or communicate with students electronically (text messaging, social networks, email, etc.).
- Maintain personal space and be aware of perceived inappropriate physical contact with students.

## **Suspected Child Abuse and Neglect**

HSD volunteers are expected to complete a free online safety training regarding suspected child abuse and neglect.

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Vector Solutions is an online training platform that allows school districts across the state of Oregon to train staff, parents, and volunteers on school-related safety issues. Register and take the following trainings:

- Child Abuse: Identification & Intervention
- Sexual Conduct: Staff to Student
- Security Trio
- Bloodborne Pathogen Exposure Prevention

Go to Vector Solutions: <https://hsd-or.safeschools.com/register?token=33435f50>

To begin a course, click on the blue title link and follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz.

These trainings make our schools safer places to work and learn.

## **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 focus areas, and career requirements have changed the way teachers teach and students learn.

### **Students learn by:**

- Doing, not by observing.
- Asking questions, searching for answers, and collaborating in teams.
- Discovering, experimenting, and repeating experiences that build confidence.
- Using all senses whenever possible.

### **Volunteers can help students and staff by:**

- Creating a relaxed, friendly atmosphere for learning.
- Learning student names and using them often.
- Listening carefully to students.
- Accepting students as individuals.
- Being patient; refer disciplinary problems to the teacher or an administrator (volunteers will never discipline a student).
- Silencing cell phones while in the school.
- 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/district policies and procedures.

## **Benefits for Volunteers**

### **Transferable work skills**

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Keep an accurate and updated record of the skills and experiences you develop while volunteering. Many corporations accept volunteer work as work experience.

### Liability coverage

HSD volunteers are covered by the District's liability insurance while performing approved volunteer service. To be eligible for the coverage, you must sign in and record your volunteer hours each time you're in the building. Worker's compensation is not provided, your own health insurance should be considered your primary coverage in the case of an injury.

If an accident occurs, report the accident to the principal immediately. Every school's front office has an Incident Report Form that needs to be completed and kept on file at the school.

## Choose the Way you Want to Volunteer Based on What's Right for You!

- Volunteering can be flexible - choose days and times that work for your schedule.
- Volunteering could be a one-time commitment.
- Volunteering involves you in your child's school experience.
- Volunteering makes your school and community a better place to live and grow.

## Nondiscrimination Statement

The Hillsboro School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Hillsboro School District that there will be no discrimination or harassment of individuals or groups based on their actual or perceived race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information, or disability in any educational programs, activities, or employment.

## Getting Started

1. Review the list of disqualifying crimes, by clicking this link:  
[DISQUALIFYING CRIMES - Fingerprinting](#)
2. Visit our website to complete the THREE STEPS to obtain volunteer clearance:  
[www.hsd.k12.or.us/volunteer](http://www.hsd.k12.or.us/volunteer).
3. Once your application has been approved, [contact the school](#) or your student's teacher directly, either by email or phone, to see what opportunities they have available. *Your volunteer application must be fully approved in order to begin volunteering.*
4. If you have questions about the process, please contact the District's Human Resources department at 503-844-1500.