

Harney County School District #3 – Volunteer Guidelines

Thank you for volunteering, and WELCOME to our district! HCSD#3 administration, staff, teachers, parents, volunteers and most importantly, the students, appreciate your time and effort. Please follow these simple steps to getting started:

Volunteer Application and Background Check: The Criminal Background check is required by the State of Oregon for all school volunteers. Your Drivers License # will be cleared via state database. The volunteer application will help match your skill and interests with the appropriate volunteer project or classroom. You will be contacted by a district employee when you are clear to begin volunteering.

Sign In: Each time you enter a school, please proceed to the Main Office and sign in. This allows our staff to keep track of volunteer hours for grant purposes, and to know who is in the building in case of an emergency. If you volunteer off site, please include your hours the next time you sign in.

Badge/ID: Please wear a Volunteer / Visitor badge or sticker while in the schools.

Safety and Security/Emergency Situations: Each school holds a monthly evacuation / emergency drill. Exit the building immediately upon hearing/seeing alarm signals and find the nearest adult employee for further instructions. Remember your common sense is the basis of our students' safety.

Driver's Information and Insurance Form: If you will be driving students to school related events, this form must be completed annually.

Conduct: School rules apply to volunteers as well as staff and students: language, dress code and zero tolerance for tobacco, alcohol and weapons. Each **School Handbook** outlines these expectations. One major exception is **cell phones:** adult volunteers may use cell phones as appropriate.

Confidential Information: You may be privy to information on grades, discipline, behavior, Individual Education Plan (IEP) classification and more. Students and teachers trust that our volunteers will not divulge this information, even to family members.

Maintaining Appropriate Boundaries: Focus conversations on academics, school events and school activities; refer personal issues to the school administrator, counselor or classroom teacher; refrain from making comments that could have sexual overtones.

Stay in a group or public part of the school; avoid being alone with a student.

Treat all students fairly and equally; avoid favoritism such as special privileges or gifts.

Limit interactions to the school environment; don't meet with students outside of school or communicate with students electronically (text messaging, social networking sites, email, etc).

Be cautious about physical contact with students, contact including but not limited to; lap sitting, tickling, frontal hugs and shoulder massages are not appropriate.

Punctuality/Missed Days: Please notify the main office or your staff contact as soon as you know you will miss a planned volunteer session.

Feedback: Please let us know how your volunteer experience is progressing. Feedback can be given at the main school offices or District Office. Volunteering should be beneficial for all parties. We hope to find the right place, right time, and right job for each volunteer for the greater good of our students.

Again, THANK YOU!

HCSD #3 Staff and Administration