

David Douglas School District Volunteer Handbook

STUDENT SAFETY INFORMATION FOR OUR VOLUNTEERS

Learn

We commit to...

- provide culturally responsive, highly effective instruction
- engage in continual professional learning and reflective practice
- establish high standards and expectations
- deliver student-centered actions

Grow

We commit to...

- develop students socially, emotionally, and academically
- ensure safe learning environments
- collaborate with families and community partners
- promote community service as essential to ongoing learning

Thrive

We commit to...

- contribute positively to our diverse society
- cultivate skills necessary for lifelong learning
- empower students to advocate for themselves
- use district resources responsibly

Questions That Volunteers Often Ask

Why are Criminal History Background Checks required of volunteers? Our concern is the safety of the children. All volunteers who have contact with students are required to submit to the background check annually.

Why do volunteers sign-in? The district requires all volunteers to sign-in upon entering a school building. This is another safety measure for our children. Your sign-in log will also serve as a record for those of you who write off volunteer mileage on your income taxes.

Why must I wear a name tag? The teacher knows who I am. Yet another safety measure. It's true that your child's teacher knows you, but other staff members and students may not. Students who see strangers in the building without name tags are encouraged to report them to a staff member.

What if something happens and I can't make my scheduled time to volunteer? Dependability and punctuality are important, but unexpected schedule changes occur. Please call the school to let the teacher know with as much advance notice as possible. The school day is tightly scheduled. If you are 10-20 minutes late for an activity, it may be over shortly after you arrive.

What should I do if I start volunteering and it becomes a hardship for me? Please let the teacher or volunteer coordinator know. We want you here, but we don't want you inconvenienced. Often times a more flexible schedule can be worked out. We would also encourage you to try different volunteer activities.

What if I have more than one child and want to work in each of their classrooms? Each classroom has different schedules and volunteer needs. We can work out a schedule for you to spend time in each classroom.

I have younger children. Can I bring them when I volunteer? Please arrange child care for your younger children (perhaps with another volunteer). Even a quiet, sleeping baby draws the attention of the students away from their schoolwork.

What if I don't enjoy correcting papers or photocopying and that's all the teacher gives me to do? Tell the teacher. Make suggestions if you see other needs in the classroom. Let the teacher know what your interests are. No one wants you doing something you don't enjoy.

What if there is an emergency drill while I am volunteering? If there is a drill, you need to leave the building along with the students and staff. Leave through the nearest exit, or if you are in a classroom leave with the class. Always follow the direction of the staff member in charge.

What if I have questions or concerns about my child? So as not to disrupt classroom activities, please arrange for a separate time before or after school to conference with your child's teacher. Classroom time is valuable and tightly scheduled.

While working with students, what if I observe something that I'm concerned about? Share your concerns with a teacher or the principal. There are laws that govern our actions if signs of possible abuse are observed. But please remember that volunteers have a responsibility to maintain confidentiality regarding all of our students. Sharing information about our students with anyone other than a school employee is inappropriate.



David Douglas School District Volunteer Guidelines Checklist

Overview

A volunteer is: a person who freely offers to help to take part in a task. To ensure the safety of David Douglas students, all of our volunteers are required ***annually*** to complete a *volunteer registration/criminal history background form*, and to review and sign the *volunteer guidelines checklist* regarding professional conduct and school/district rules.

A person who does not consent to the background check or the fingerprint-based criminal history will not be allowed to volunteer in the district.

Please initial each section stating that you understand that

School/district volunteers will:

- Annually complete: volunteer registration form, criminal history background form, and volunteer guidelines checklist. The background check will be paid by the District.
- Sign-in at the front desk upon entering a school building.
- Wear appropriate identification/name tag as required.
- Call the school office as soon as possible if unable to volunteer on your scheduled day so other arrangements may be made.
- Only perform services under the direction of an administrator, program supervisor (including licensed, classified or coaching staff) or trained volunteer coordinator.
- Avoid being alone with students in unsupervised locations.
- Use common sense and follow a hands-off policy with students.
- Refer any student discipline issues to a school staff member. Never intervene in a dispute unless a student is in danger of being harmed.
- Uphold confidentiality at all times. As a matter of professional ethics volunteers should not discuss teacher, student, or school affairs with other people.
- Leave the building along with students and staff if there is an emergency drill.
- Report suspected child abuse to the principal or other school staff member immediately. It is not appropriate for a volunteer to question a child or comment about any suspicion of abuse.

School/district volunteers will NOT:

- Bring younger children/siblings to the school while volunteering. Even a quiet, sleeping baby draws the attention of the students away from their schoolwork.
- Disrupt classroom activities with questions or concerns about your own child. Please arrange for a separate time before or after school to conference with your child's teacher.
- Engage in political or religious activities while volunteering.
- Provide first aid or handle any bodily fluid spills. If you are accidentally exposed to another individual's body fluid, wash the affected skin thoroughly with soap and water, or flush mucous membranes with water.

Field Trip Volunteer Guidelines:

Volunteers supervising student groups off campus will:

- Sign-in at the school office.
- Check in with the classroom teacher and get information about your assignment, emergency procedures, and any necessary supplies (ID/Name tag)
- Never leave children unattended. Keep your group together, e.g. restroom breaks should include everyone in the group
- Maintain school/district guidelines with regard to student discipline. If a student becomes a discipline problem during a field trip, every effort should be made to contact the teacher for intervention.
- Remember confidentiality! If a situation arises that you feel concerned about, please discuss it with the teacher.
- Do not bring younger children/siblings on the field trip
- If a student receives a minor injury, they may apply their own bandage.

In case of an emergency:

- Never split up your group
- Call 911 immediately
- Contact the teacher as soon as possible

Insurance disclaimer:

David Douglas School District does not carry medical insurance or Workman's Compensation insurance for volunteers. However, volunteers are covered under the District's liability insurance for injuries incurred as a direct result of school or district negligence.

Be sure to sign volunteer application!

"A MESSAGE TO OUR COMMUNITY"

Jan. 24, 2017

"Our mission at David Douglas is to provide meaningful, equitable and highly effective instruction so each student grows and thrives socially, emotionally and academically. Through supportive communities of learners, David Douglas staff fosters the whole child to be a force for positive change in the global society. We are committed to preparing our students for their future by providing high-quality, well-rounded educational programs both in and out of the classroom.

This mission starts with our students' safety, and we want our community to know that our schools and our educational community will not accept any form of hate speech or violence, including but not limited to: bullying, harassment, racism, sexism, homophobia, transphobia, xenophobia, ableism or any other form of discrimination.

As a district, we are committed to the safety, security and equity for all students. We want our community to know that the David Douglas Board Policy sets clear guidelines with explicit language of zero tolerance for any discriminatory or harassing behavior. This kind of behavior toward anyone in our schools will not be tolerated and will be dealt with swiftly and appropriately.

David Douglas Schools must and will remain safe and productive learning environments for each of our students. We take pride in serving every student and family who walks through our doors regardless of income level, national origin, religious affiliation, gender, race, or ANY other possible differences. Our core values emphasize our focus on our diversity and equity, along with an emphasis of fostering all students' potential."

IMMIGRATION POLICY:

Dept. of Homeland Security has designated specific "Sensitive Locations" where homeland security activities will NOT occur. Schools (preschools, elementary, secondary, post-secondary, and vocational schools) are all considered "Sensitive Locations".

UNMET STUDENTS:

Please make sure that if a student is not picked up by their parent that you **DO NOT** allow the student to leave the school premises and that you **DO NOT** drive the student home.

Please refer to a staff member if a student is not picked up by their parent and a staff member is not aware of the situation.

Staff members will follow the unmet student protocol to keep students safe until picked up.

OTHER INFORMATION:

For more information regarding our district's policies and procedures on student safety, please visit our website : <https://www.ddouglas.k12.or.us/>

There you will find:

- Superintendent's "Message to our Community"
- Complete version of the Supt. and Board Chairs Joint Message
- DDSD adopted Inclusive Resolution

FAQ:

Q: How will schools protect students and staff from harassment, intimidation or discrimination? A: The District has a policy explicitly prohibiting "harassment, intimidation, menacing, bullying or cyberbullying." It is not tolerated. Any reports of such behavior will immediately be investigated by administration, and disciplinary action taken when called for.

Q: What should students do if they feel they are being bullied or intimidated for any reason? A: Students who feel victimized should immediately tell a trusted adult and report the incident to school staff. Q: Does the District turn away immigrant students who lack documentation?

A: No. Any child who lives within the District's boundaries, or who has properly transferred from another District, is welcome in our schools. The District does not ask or record the immigration status of any student or their families.

How You Can Make a Difference

The aim of all teachers is to give their students the best opportunities for learning. These opportunities are brought about through listening, responding, instructing and meeting the special needs of their students.

Volunteers can help with the effective use of teacher time and skills. You can offer an extra pair of hands, eyes and ears. Through an organized school volunteer program, volunteers can enhance the educational opportunities to students by enriching the experiences beyond those the school can provide.

Helping children is what teaching, parenting and volunteering is all about – a shared venture, a collaborative undertaking, a labor of love.

As a volunteer, you are an important part of our education team!

Goals of the Volunteer Program

- ★ To improve the quality of our schools by providing additional human resources.
- ★ To enhance the educational development of students and volunteers.
- ★ To provide an opportunity for interested community members to participate effectively in a school's program.
- ★ To strengthen school/community relations through positive participation.
- ★ To build an understanding of schools among citizens, thus stimulating widespread involvement in the total education process.

Student Behavior

Volunteers are not expected to handle discipline problems. Never intervene in a dispute unless a student is in danger of being harmed - call on staff members for assistance.

Use Common Sense

- School volunteers who work directly with students can follow some easy steps to prevent false accusations of abuse or assault.
- Follow a "hands-off" policy.
- Avoid being alone with students in unsupervised locations.
- Do not write personal notes to students.
- Avoid conversations (or jokes) that involve private or sexual matters.
- Avoid political or religious conversations

Liability Insurance

The David Douglas School District does not carry medical insurance or Workman's Compensation insurance for volunteers. However, volunteers are covered under the district's liability insurance for injuries incurred as a direct result of school or district negligence.

Middle School and High School Volunteers

Looking for a way to be involved at the secondary level? Volunteers are just as important here as they are in grade school. No matter what your skills or experiences, a student can learn from you, and a teacher can benefit by your assistance.

Volunteering Strategies

You may be asked to help one student or small group of students who need some extra attention. Students who have been absent or are having difficulty with a particular problem will benefit from your help. Here are some ideas that may help you during your time as a volunteer in our schools. Remember that you do not need to try all of this ideas at once.

1. Be prepared. Once you receive the material you are to use in the tutoring session, be sure you are thoroughly familiar with it. A child can quickly spot an unprepared tutor and may think you are not interested.
2. Establish a positive and appropriate relationship with the student by talking for a moment about the student.
3. Make all tasks appear challenging but not overwhelming to the student. Do not say, "This is easy." If they fail at the task they may feel defeated.
4. Rather than giving the student the answer when they ask, direct thinking so they can discover the answer themselves.
5. Introduce new material slowly.
6. If a task is too difficult, break it into simpler units. Some students cannot remember directions well or have a short attention span.
7. Demonstrate rather than just talk. Show as you tell.
8. Be patient. Be positive. Try, try again. And smile!
9. Allow the student the opportunity to take the initiative in situations they can manage.
10. Keep the lesson moving. If the student loses interest, change activities.
11. If the student does not know the answer, make sure they have time to think about it (silence often means they are thinking). But remember to help with answers before the student feels uncomfortable.

12. If you do not know the answer to a problem, or are unsure of the correct response, admit this to the student and work it out together. Feel free to ask the teacher for help when you need it.
13. If work is incorrect, stop the student before much has been done. Review directions again.
14. Give immediate reinforcement to correct responses.
15. Do not compare students.
16. Do not embarrass, belittle or degrade.
17. Do not allow frustration and anger to take over, causing you to lose ground.
18. Remember that the teacher is ultimately responsible for all discipline problems, and difficult situations should be referred to the teacher.

Volunteers

A volunteer is a person who donates time at a school site or other educational facility to support instructional programs and co-curricular activities (i.e., organized sports, field trips and fundraisers).

The David Douglas School District values and recognizes the diversity of all individuals and groups. It is the policy of the David Douglas School District that there will be no discrimination or harassment of individuals or groups based on their perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status.

The acceptance and utilization of the services of any person on a voluntary basis will be at the discretion of the school principal or designee. Such services may be discontinued at any time.

Information on completed background checks will be maintained at the District's personnel office;

The district is required to deny volunteer privileges to anyone convicted of certain felonies and misdemeanors (those listed in ORS.342.143). In addition the District reserves the right to deny volunteer privileges to persons based on the nature and time-frame of crimes and overall criminal record. The district or the school principal may revoke a volunteer's privileges at any time if the volunteer's presence is considered disruptive or unsafe to the learning environment;

If a person has been denied the opportunity to volunteer because of an unresolved arrest, and the case is subsequently dismissed or the person acquitted, the person may re-apply to become a volunteer.

The acceptance and use of the services of any volunteer will be the responsibility of the school principal or designee. Any volunteer services may be discontinued at any time.



Volunteer Application

David Douglas School District

Human Resources Dept
11300 NE Halsey St. Portland, OR
97220 (503)252-2900

Complete this form and turn it in to the school/program in which you wish to volunteer. All fields are required unless otherwise indicated.

Last Name	First Name	Middle Initial	Gender		Date of Birth
			M	F	
Full Street Address		City	State	Zip Code	Phone Number

Have you lived in Oregon for the last three years? Yes No

Have you **EVER** been convicted of any crime? Yes No

If Yes, List the date and all cities and states in which you have a criminal conviction.

The David Douglas District is required to deny volunteer privileges to anyone convicted of certain felonies and misdemeanors (those listed in ORS.342.142). In addition the District reserves the right to deny volunteer privileges to persons based on the nature and recentness of crimes and overall criminal record. The Public Safety Department or the school Principal may revoke a volunteer's privileges at any time if the volunteer's presence is considered disruptive or unsafe to the learning environment.

David Douglas School District strives to ensure a safe learning environment for our children. Therefore, any person that refuses a criminal background check will not be allowed to volunteer. There are no exceptions.

I consent to a check of criminal/civil records by the David Douglas School District.

Applicant's Signature: _____ Date: _____

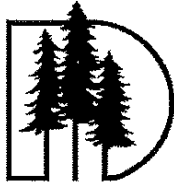
Principal's Signature: _____ School: _____ Date: _____

Preferred Schools to Volunteer:

HS FR AO FL RR CP EB GH GP LP MN ML NP VP WP SP DO
MECP

Office Use:

Additional Schools Approved: _____ (attach email approval from building)



David Douglas School
 District 11300 NE Halsey St.
 Portland, OR
 503-252-2900

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)

Phone: _____ Cell: _____ Email: _____

*Social Security No: _____ DOB: _____ Gender: Male ___ Female ___ Non-Binary ___

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.*

Address

Street	Apt #	City	State	Zip
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- 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
 - 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 NWRESD 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: _____



David Douglas School District School Volunteer Registration Form

Name Last: _____ First: _____ M.I. _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Business Phone: _____
E-mail Address: _____
EMERGENCY INFORMATION: In case of an emergency, please notify:
Name: _____ Home Phone: _____
Address: _____ Work Phone: _____

Type of Volunteer:

Parent Student Community Member Other _____

Preferred Time for Volunteering:

Daily Weekly Monthly Occasionally

Preferred Day(s) of the Week:

Monday Tuesday Wednesday Thursday Friday

Time of Day Available: From _____ to _____

Type of Volunteer Work Preferred:

Classroom Library Clerical Special Events Field Trips Parent/Teacher Club

Resources/Enrichment

Do you have any of the following you are willing to share with students?

Hobbies: _____ Profession: _____

Special Skills: _____

Comments or Ideas: _____

Child's Name: _____ Grade: _____ Teacher: _____

Child's Name: _____ Grade: _____ Teacher: _____

Child's Name: _____ Grade: _____ Teacher: _____

Form must be completed annually.

For School Volunteer Coordinator Use Only:

Completed Volunteer Orientation Training Yes No

School Copy

