



Volunteer Handbook

"Volunteerism strengthens the fabric of our schools."

~ Anonymous

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*I dreamed I stood in a studio and watched two sculptors there.
The clay they used was a young child's mind and they fashioned it with care.
One was a teacher; the tools he used were books and music and art.
One a parent with a guiding heart.*

*Day after day the teacher toiled with touch that was deft and sure,
while the parent labored by his side and polished and smoothed it o'er.
And when the task was done, they were proud of what they had wrought,
for the things they had molded into the child could neither be sold nor bought.*

*And each agreed he would have failed if he had worked alone,
for behind the parent stood the school and behind the teacher the home.*

~ Anonymous

WELCOME

On behalf of the Board of Education, staff and students, I want to thank you for your interest in and involvement with the Sisters School District.

Reaching the District goal of increased academic achievement for each student requires a community-wide effort. In addition to the commitment of our teachers, administrators and support staff, we must have strong community partnerships. School volunteers play a critical role in this effort.

Research shows that children do better when families are partners in their children's education. It is evident in the increased student achievement, higher test scores, improved attendance, improved student attitudes and behavior, graduation rates, and post-secondary enrollment. Volunteers are true partners in our schools. We cannot be successful without you.

This handbook will guide you through the steps necessary in becoming a volunteer. There are a few basic rules we ask that you follow. This is an effort to ensure the safety and well-being of our students.

By volunteering you can be a positive influence and make a difference in a child's life. My hope is that you will find personal satisfaction in what you do. There has never been a more exciting time to be part of the education experience in Sisters School District. Thank you for joining us.

Sincerely,



**Curtiss Scholl, Superintendent
Sisters School District**





INTRODUCTION

We Are All Part of a Team

Volunteers donate time to help students, teachers and staff. They work under the direction of the principal, staff member and the school's volunteer coordinator. By inviting parents and community members to volunteer, as a team we can:

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

The School Secretary or District Secretary will provide volunteer applicants with information on how to apply to become a volunteer. There are several steps which require online access, including filing for a background check with the Background Investigation Bureau and completing two online trainings: Volunteer Orientation and Sexual Misconduct: Staff-to-Student. Links for these online procedures will be provided. Volunteer badges will be made or updated at the District Office after the volunteer has completed all of the requirements.

School Principals have the final authority over what happens in their school. Principals are responsible for setting guidelines for volunteers working in the school, developing a positive working relationship with volunteers and encouraging staff members to utilize volunteer help.

“Everybody can be great because anybody can serve. You don’t have to have a college degree to serve. You don’t have to make your subject and your verb agree to serve. You only need a heart full of grace, a soul generated by love.”

~ Martin Luther King Jr.

GETTING STARTED

Volunteer Application

Sisters School District has a responsibility to its students, staff and visitors. In this regard, all individuals desiring volunteer assignments in our facilities are asked to carefully review the instructions **How to Become a Volunteer**. All applicants must have an approved background check, complete two trainings (Volunteer Orientation and Sexual Misconduct: Staff-to-Student), read the Volunteer Handbook, and possess a valid badge before any work with children can begin.

In accordance with Sisters School District board policy GDCA/GDDA: the district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach
2. Assistant coach
3. Overnight chaperone
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity

This is required in an effort to ensure the safety of our students. All information is completely confidential.

Sisters School District reserves the right to refuse volunteer assignments to individuals convicted of offenses. Individuals who do not meet appropriate requirements for volunteers working with children, as established by state law and Sisters School District, will not be accepted into the program. If a volunteer does not conform to the guidelines outlined in this handbook, the administrator may suggest alternative actions or assignments. If this option does not meet with success, the administrator has the option to terminate the volunteer's placement. Falsification or omission on the Volunteer Application Form, which is a public document, is a criminal offense that can be prosecuted and may constitute grounds for dismissal.





GUIDELINES

There are some basic guidelines we ask our volunteers to follow when working in our schools.

Sign-in & Out

Because the students' safety is the responsibility of the school, please sign in and out of the building when you volunteer. There is generally a volunteer sign-in area in the school office, but ask the school secretary or front office staff if you need help. For security reasons, and in case of an emergency, it is important for the principal to know who is in the school and why.

Identification

In an effort to increase safety and security, all volunteers need to wear a badge at all times when in the building. Wearing your badge while in the building and during your volunteer activity will ensure that school staff and students can easily identify you. Adults not wearing proper identification should be directed to the school office.

Dress Code

Follow school guidelines for student dress code. Dress comfortably, but remember that you are a role model for our students.

Professionalism

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices.

Dependability

Arrive when promised and on time. Students, teachers and staff members count on you and rely on the services performed by you as a volunteer. It is essential that you contact the school if you are unable to volunteer on your scheduled day so that other arrangements can be made.

Confidentiality

It is important to respect the privacy of all students, staff and other volunteers. You may not disclose school information or personal matters which you may have overheard. Discuss student problems or concerns only with the teacher, staff member with whom you are working, or the principal.

Reporting Suspected Child Abuse & Neglect

Volunteers are considered “mandated reporters.” That means, you must report when you have knowledge or reason to believe that a child has been subject to abuse or maltreatment. Report any incident or suspicion immediately to the principal or other school official.

Student Discipline

Volunteers may not discipline students beyond maintaining order in their group or activity. Please report any problems with the students’ behavior to the teacher. The professional staff of the school is always responsible for discipline.

Student Contact

As a volunteer, you will meet many students and will enjoy working with them! However, volunteers should not telephone students, visit them at their homes or meet students off grounds without permission from the parents and/or school principal. In addition, volunteers shall operate under the direction of a licensed staff member and shall be within sight and sound of a licensed staff member while working with students. This is not only for the protection of students, but volunteers as well.

*“Treat people as if they were what ought to be,
and help them become what they are capable of being.”*

~ Goethe





ORIENTATION

You will receive on-the-job training from the teacher.

CHECKLIST

- ☐ I have completed the volunteer background check online and received approval.
- ☐ I have completed the two online trainings (Volunteer Orientation and Sexual Misconduct: Staff-to-Student) and sent the two Certificates of Completion to the District Office (ssd@ssd6.org).
- ☐ I have completed and signed the Volunteer Application Form at the District Office.
- ☐ I had my picture taken and was given a volunteer badge, or had an updated sticker placed on my badge for the current school year (if renewal) at the District Office.
- ☐ I will sign in and out of the buildings when I volunteer.
- ☐ I know that all information pertaining to students is confidential.
- ☐ I know who to call if I have questions or concerns.

“Never doubt that a small group of thoughtful, committed people can change the world. Indeed it is the only thing that ever has.”

~ Margaret Mead



REGULATIONS

ORS 326.607 Background check policy for volunteers

1. Authority of school districts and schools to obtain criminal records check of volunteers and applicants for employment; fee.
 - (a) If a school district or public charter school allows volunteers to have direct, unsupervised contact with school children, the school district board or public charter school governing body must adopt and implement a policy that requires those volunteers to undergo a background check.
2. Upon request from a school district, a private school or a public charter school or a school district, private school or public charter school contractor and with consent from the individual, the Department of Education may conduct:
 - (a) An Oregon criminal records check using the Law Enforcement Data System for screening an individual who is a volunteer for the school district, private school or public charter school and who has direct, unsupervised contact with school children, or for screening applications for employment.
 - (b) A state or nationwide criminal records check under ORS 181A.195 (Criminal records check) for screening an individual who is a volunteer for the school district, private or public charter school and who has direct, unsupervised contact with school children, or for screening applicants for employment.

ORS 332.107 Rules for school government

Each district school board shall establish rules for the government of the schools and pupils consistent with the rules of the State Board of Education. [Formerly 336.030; 1993 c.45 §42]

CONTACT INFORMATION

DISTRICT OFFICE

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Sisters, OR 97759

Phone: 541-549-8521

Email: ssd@ssd6.org

SISTERS MIDDLE SCHOOL

Tim Roth - Principal

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Sisters, OR 97759

Phone: 541-549-2099

Email: sms@ssd6.org

SISTERS ELEMENTARY SCHOOL

Joan Warburg - Principal

2155 W. McKinney Butte Road

Sisters, OR 97759

Phone: 541-549-8981

Email: ses@ssd6.org

SISTERS HIGH SCHOOL

Steve Stancliff - Principal

1700 W. McKinney Butte Road

Sisters, OR 97759

Phone: 541-549-4045

Email: shs@ssd6.org

"No act of kindness, no matter how small, is ever wasted."

~ Aesop

