



EAGLE POINT SCHOOL DISTRICT 9

Volunteer Information

WHAT IS A SCHOOL VOLUNTEER

A school volunteer is a person who contributes his or her services in an educational program without monetary compensation. School volunteers serve at the request of and under the supervision of school staff members.

If you would like to become a volunteer please apply online by clicking [here](#).

VOLUNTEER SITE INFORMATION

Volunteers should be provided the following information at each school site.

1. Daily schedule
2. Map of the school site
3. School District 9 School Calendar
4. School Events

CRIMINAL HISTORY APPLICATION

The Criminal History Application is required before any volunteer may work with students in our schools. The processing of the application and a Criminal History Check are standard procedures for any volunteer to our District.

The District's intent is to assure that students have the safest possible environment.

VOLUNTEER SCHOOL BOARD POLICY: Board Policy IICC “The district encourages the utilization of community volunteers in the school for the primary purpose of enriching the educational opportunities for students. Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal history check. The administrator is responsible for the management of the community volunteer program, the recruitment and training of volunteers and the training of staff in the utilization of volunteers.”

EXPECTATIONS

RESPONSIBILITIES OF THE VOLUNTEER

Volunteers are responsible for maintaining a professional attitude of mutual respect and confidence. Their cooperative attitude expressed in the willingness to provide services is highly valued and appreciated. Volunteers should also: • Wear a volunteer ID name tag while volunteering at school.

- Be punctual and reliable.
- Notify the school in case of an absence.
- Sign in and out and record volunteer hours.
- Practice the professional ethics of confidentiality (not discussing teachers, students or school affairs at any time).
- Be willing to offer supportive and supplemental service under professional supervision and direction.
- Be capable of adjusting to each teacher's individual style and following his/her directions.
- Be willing to have short conferences periodically to allow for a more rewarding volunteer experience.
- Set a good example of appearance and behavior for students. • Contact the school's volunteer coordinator if you are not satisfied with your placement or are having other difficulties regarding your role as a volunteer.

STAFF RESPONSIBILITIES

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the supervision of the professional staff.

IS THERE ANYTHING VOLUNTEERS *SHOULDN'T* DO?

Yes! The professional staff at your school is responsible for everything that goes on in your building including student instruction, safety and discipline.

Volunteers supplement and support the program, but may not:

- Discipline students
- Have access to materials in students' permanent record files
- Diagnose student needs
- Evaluate achievements
- Counsel students

- Discuss student progress with parents
- A volunteer is never considered a substitute for a member of the school staff

DON'T FORGET...

- Sign-in and out at the school office each time you volunteer and wear your ID badge.
- Ask for and take advantage of training sessions.
- If you have constructive criticism...tell us! We welcome your comments. ● If you are unhappy with the assignments or are having a problem concerning them...tell us!