

CULVER SCHOOL
DISTRICT

*VOLUNTEER
HANDBOOK*

Culver School District would like to take this opportunity to say “Thank You.” What you do as a volunteer is very important and a precious gift.

However, the school board policy requires volunteers/chaperones to complete criminal history verification. Once the background check is verified you will be notified that you may begin to volunteer. Thank you for your patience with this process.

THREE MOST IMPORTANT VOLUNTEER QUALITIES

1. PUNCTUALITY

Always arrive on time for any volunteer activity. The school day and class periods are set for specific times and if you are 10-20 minutes late, the activity may be over when you arrive.

2. DEPENDABILITY

Teachers and staff members rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day it is essential that you contact the school attendance office as soon as possible, so other arrangements can be made.

3. CONFIDENTIALITY

It is extremely important that confidentiality be upheld at all times. As a matter of professional ethics, volunteers do not discuss teacher, student, or school affairs with other people. If a situation or problem arises that you feel uncomfortable about, please discuss it with a teacher or the principal.

OPEN COMMUNICATION

If at any time you would like to comment on a school program, a method of teaching, or anything that is going on in our school, please feel free to do so. The first, and most obvious, person to share a comment or suggestion with is the staff member who would most benefit from the suggestion – most likely the person you are volunteering for. The most appropriate time to conference with a staff member would be before or after school, so as not to disturb classroom time. If you have a comment or concern about a student, please discuss it with the student’s teacher in private.

If you feel then your concern needs to be discussed further, please contact your building principal.

FACILITIES

- Registered volunteers are welcome in any part of the school. Feel free to use staff restrooms and break areas. Please wear your name tag for identification.
- Always be sure to sign in at the Attendance Office when volunteering.
- Please park in designated parking for visitors/volunteers.

GUIDELINES FOR A TEAMWORK APPROACH TO A SCHOOL
VOLUNTEER PROGRAM

School volunteers should:

- Express a genuine interest in helping students.
- Assist only those teachers who request their help and work only with pupils referred to them by the teachers.
- Attend orientation and in-service training sessions.
- Commit themselves to a regular schedule or service; be prompt and dependable; notify the school when unable to be present.
- Sign in at front office and wear name tag whenever volunteering.
- Serve under the supervision and direction of the teacher; NEVER substitute for the teacher.
- Not be responsible for diagnosis, prescription or evaluation of students.
- Maintain a professional attitude; respect the confidentiality of all information and activities related to students and others in the school.
- Be willing and able to comply with school rules.
- Understand and use the appropriate channels of communication for comments and suggestions.
- Become an integral part of the school organization and work within the school program.

Teachers should:

- Be willing to consider utilizing the services of trained school volunteers to reinforce and enrich classroom instruction as needed.
- Participate in in-service training for the effective utilization of school volunteer services.
- Follow designated procedures for requesting school volunteer services.
- Plan appropriate duties for school volunteers and give them clear instructions and support.
- Provide information about students and appropriate materials to enable school volunteers to help students effectively.
- Keep school volunteers informed about any changes in classroom schedule which may affect the volunteers' schedules.
- Be responsible for the daily educational program – instructing, diagnosing, prescribing and evaluating students and their work.
- Set aside time on a regular basis to observe school volunteers at work and to have feedback conferences with them.
- Recognize the school volunteers as part of the school team and express appreciation for their contributions.

STUDENT BEHAVIOR

Volunteers are not expected to handle discipline problems. 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.

VOLUNTEER PROTECTION AGAINST BLOODBORNE PATHOGENS*

Staff members are trained and have the necessary equipment at their disposal for handling emergency situations. As a volunteer, we ask that you do not assist or provide first aid, or handle any body fluid spills. If you were to be accidentally exposed to another individual’s body fluid, wash the affected skin thoroughly with soap and water, or flush mucous membranes with water for 15 minutes. Promptly report the incident to the school nurse. You may want to contact your own physician for further instruction.

*Pathogens are disease causing micro-organisms.

CLASS OBSERVATION GUIDE **FOR VOLUNTEERS**

Some things to notice when you observe:

- What are the students doing?
- Are they working together as a whole class, in small groups, or individually?
- What kinds of materials are they using?
- Are they talking with each other as they work, or is this a quiet time?
- What is the teacher doing?
- Is she/he working with the whole class, a small group, or individuals?
- How is the room arranged?
- Do you see any materials or equipment you would like to look at more closely?
- If you talked with some of the children, what did they say to you?
- What are some of the similarities and differences between the age groups and/or classes you visited?

Some ways of observing:

The way in which you observe will depend on what the class is doing and what the teacher feels is appropriate at the time. She/he will let you know what to do when you come into the room. You may be able to observe in more than one way as class activities change.

- Watch the class from one location.
- Go from group to group and watch what each group is doing.
- Talk to the groups of individuals about what they are doing. Students enjoy explaining things to visitors.
- Talk to the students about displays or materials around the room. The teacher may ask one of the students to give you a tour.
- Talk to the teacher about what you are seeing. Feel free to ask questions.

VOLUNTEERS HAVE RIGHTS ALSO

Every volunteer has:

The right to be treated as a co-worker

...not just free help
...not as a prima donna

The right to a suitable assignment

...with consideration for personal preference, temperament, life experience, education, and employment background.

The right to know as much about the school as possible

...its policies
...its people
...its programs

The right to sound guidance and direction

...as a follow-up to initial training
...with information about new developments
...with training for greater responsibility

The right to a place of work

...an orderly, designated place
...a place conducive to work

The right to be heard

...to feel free to make suggestions
...to have respect shown for an honest opinion

The right to a variety of experience

...through on-the-job and skill specific training
...through transfer from one activity to another

The right to recognition

...and awards
...through day-by-day expressions of appreciation

DO'S FOR VOLUNTEERS

1. Stay within your own time commitment. Saying “yes” every time staff makes a request will cause you to “burnout”. Be honest and open with the school volunteer coordinator and other staff regarding your goals, skills and intent so that a good placement is possible and you enjoy your assignment.
2. Understand the requirements of time and duties of your assignments before accepting them and once accepting them, fulfill the commitment to the best of your ability. Be reliable and always on time. Please call ahead if unable to be present when scheduled. The students learn to expect you and the staff depends on you.
3. Request on-going information pertinent to your volunteer task, and constantly evaluate your performance. If you think you can improve, ask the teacher and/or school volunteer coordinator to provide you with more information or training. If you are willing to take on more responsibility, let the school administrative assistant know.
4. Share your ideas with teachers/staff, but realize that even teachers’ ideas are not always implemented – don’t take it personally if your idea is not used.
5. Accept direction willingly. If you have concerns about what you are being asked to do, talk to the teacher, but schedule a time convenient for both of you.
6. When working in a classroom, try not to take too much time with the teacher – remember this is time taken away from the students. It is important you check in with the teacher, but schedule a time convenient for both of you.
7. If you would like to bring a friend to observe in a classroom where volunteers are working, do so – but be sure to let the teacher know first. The visitor doesn’t need to have a child in school or live within the school boundary. We also like to encourage grandparents to be involved in their grandchildren’s schools.
8. Be conscientious and respect the student’s and school’s confidences. Feel free to discuss problems or concerns with the teacher or principal. Never publicly discuss parents, children or staff.
9. Attend workshop/training sessions if offered. Information from these sessions will be helpful to you and will give you an opportunity to share ideas with others attending the workshop.
10. The priceless gift of service and enthusiasm that you bring to the school lightens the load for everyone.

TAX DEDUCTIONS FOR VOLUNTEERS

A number of tax deductions are available to volunteers that may be itemized on a tax return as a charitable contribution. Volunteers may deduct unreimbursed out-of-pocket expenses directly related to their volunteer service.

Examples of the types of expenditures that volunteers may deduct on their tax returns include:

- Bus and cab transportation expenses
- Parking costs and toll fees
- Telephone bills
- Materials and supplies purchased to perform volunteer duties
- Dues or fees made to a qualified organization
- Non-cash contributions of property (clothing, books, etc.)
- Automobile mileage and expenses for gas and oil

Volunteers may deduct the actual cost of gas and oil for a car used for travel between home and the volunteer site, or in volunteer activities. (Alternatively, volunteers may deduct mileage at the standard mileage rate determined by the IRS.) Volunteers may not deduct general automobile repair and maintenance expenses. Good record-keeping for transportation-related costs is must for volunteers who intend to claim automobile-related deductions.

Not deductible are costs for dependent care, the value of your volunteer time, and travel expenses (meals and lodging).

VOLUNTEER REGISTRATION FORM
CULVER SCHOOL DISTRICT

Date _____

Name _____

Address _____ City _____ Zip _____

Telephone (Day) _____ (Eve) _____ Birthday _____
(Month and Day)

Emergency Phone _____ Dr. _____

Specific day or time available for volunteering: _____

Past Volunteer Experience: _____

Resources/Enrichment: Do you have a special skill, hobby, profession, or foreign language proficiency that you would be willing to share with our students?

School-to-Work: Are you interested in offering a job shadowing opportunity in your place of business?

Describe: _____

Areas of Interest:

_____ Library

_____ Athletics

_____ Classroom Assistant

_____ Tutor

_____ Clerical

_____ Booster Club

_____ Advisory Committee

_____ School-to-Work

_____ Other _____

Please return this form to the District Office. Thank you.



Criminal History Verification of Applicants

Culver School District #4
4229 SW Iris Lane
Culver OR 97734
541.546.2541

Please type or print clearly.

As Appears on Legal Identification

Legal Name: _____
(Last Name) (First Name) (Middle Name) (Phone Contact Number)

List Other Names Previously Used: _____
(includes Maiden Name)

Social Security No.: _____ DOB: _____ Gender: Male ___ Female ___

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.

Mailing Address _____
Full Street Address/Post Office Box Apt # City State Zip

A. Have you **EVER** been convicted of a sex-related crime? ___ Yes ___ No

•If yes, was the conviction in Oregon or another state? Please specify state: _____

•If yes, did the crime involve force or minors? ___ Yes ___ No

B. Have you **EVER** been convicted of a crime involving violence or threat of violence? ___ Yes ___ No

•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 CRIS/NWRESA 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: _____

OFFICE USE ONLY	Date to CRIS _____	Results Date _____
<input type="checkbox"/> Cleared	<input type="checkbox"/> Not Cleared	<input type="checkbox"/> Further explanation needed from applicant
01.2015		



Culver School District #4
 4229 SW Iris Lane
 Culver OR 97734
 541.546.2541

Verificación de Antecedentes Penales de los Solicitantes

Por favor escriba claramente.

Como aparece en la Identificación Legal

Nombre Legal: _____
 (Apellido) (Primer Nombre) (Segundo Nombre) (Telephone #)

Anote otros nombres que ha usado anteriormente: _____
 (Incluyendo apellido de soltero)

No. de Seguro Social: _____ Fecha de Nacimiento.: _____ Género: Masculino ___ Femenino ___

No. De Licencia de manejar/tarjeta de Identificación: _____ Emitida en el Estado: _____

Proporcionar su número de seguro social en este formulario es voluntario. Si usted opta por no revelar el número de seguro social, esto no será la base para negarle un empleo o derechos, servicios o beneficios al cual tiene derecho. Si usted proporciona el número, el distrito lo utilizará como algo adicional para buscar antecedentes penales que usted pudiera tener. Su número de seguro social se utilizará como se ha indicado anteriormente. Las leyes estatales y federales protegen la privacidad de sus registros.

Domicilio _____
 Calle No. de Apt. Ciudad Estado C.P.

A. ¿Alguna **VEZ** ha sido condenado por un delito relacionado al sexo? ___ Sí ___ No

- Si es así, ¿fue condenado en Oregón o en otro estado? Por favor especifique el estado: _____
- Si es así, ¿el crimen involucró fuerza a menores de edad? ___ Sí ___ No

B. ¿Alguna **VEZ** ha sido condenado por un delito relacionado con la violencia o amenaza de violencia? ___ Sí ___ No

- Si es así, ¿fue condenado en Oregón o en otro estado? Por favor especifique el estado: _____

C. ¿Alguna **VEZ** ha sido condenado por un delito relacionado con actividades criminales de drogas o bebidas alcohólicas? ___ Sí ___ No

- Si es así, ¿fue condenado en Oregón o en otro estado? Por favor especifique el estado: _____

D. ¿Alguna **VEZ** ha sido condenado por algún delito, excepto una violación menor de tráfico?(Incluye crímenes de tráfico) ___ Sí ___ No

E. ¿Ha sido arrestado en los últimos tres años por un delito por el cual todavía no ha sido absuelto o juzgado? ___ Sí ___ No

Aviso: una investigación de antecedentes penales del solicitante será hecha por el CRIS/NWRESA para verificar las respuestas de las preguntas anteriores.

Por la presente otorgo permiso al distrito escolar para revisar los registros civiles o penales para verificar cualquier declaración hecha en este formulario. Independientemente de si el solicitante otorga su consentimiento, el distrito escolar llevará a cabo una verificación de antecedentes criminales delictivos de los solicitantes para todos los empleados o voluntarios que trabajan con niños o cerca de los niños. El solicitante tiene derecho a revisar sus antecedentes penales por información inexacta o incompleta. La discriminación por parte de un distrito basada en los registros de arrestos puede violar las leyes federales de derechos civiles. El solicitante puede obtener más información sobre los derechos del solicitante comunicándose a Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97323, teléfono (503) 731-4075.

Estoy en pleno conocimiento de haber leído y recibido esta notificación.

Firma del solicitante: _____ Fecha: _____

OFFICE USE ONLY	Date to CRIS _____	Results/Date _____
<input type="checkbox"/> Cleared	<input type="checkbox"/> Not Cleared	<input type="checkbox"/> Further explanation needed from applicant
01.2015		