

# NORTH CLACKAMAS SCHOOL DISTRICT



# VOLUNTEER HANDBOOK





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Dear Volunteer,

Thank you so much for volunteering to help North Clackamas Schools!

Volunteers make all the difference in student success. Whether you work in the classroom, help in the library or serve on the site council, your involvement helps ensure that students get the best education possible.

I want to make certain that you have a volunteer role that's a good fit for the skills, interests, and talents you have to share. If there is any way I can assist you, please don't hesitate to call.

Welcome to North Clackamas Schools, and thanks again for volunteering.

With gratitude,

*Kathy Harrison*

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Preparing graduates who are inspired and empowered to strengthen the quality of life in our local and global communities.

# WELCOME

Welcome to the North Clackamas School District Volunteer Program. We appreciate the time, energy and commitment you give to our schools. This handbook has been prepared to help you. If you have questions, please contact your school principal, your School Volunteer Coordinator, or the District Volunteer Coordinator, Kathy Harrison (503.353-6019).

## **Elementary Schools:**

Ardenwald Elementary  
Bilquist Elementary  
Verne A. Duncan Elementary  
Happy Valley Elementary  
Lewelling Elementary  
Linwood Elementary  
Milwaukie Elementary  
Mount Scott Elementary  
Oak Grove Elementary

Oregon Trail Elementary  
Riverside Elementary  
Scouters Mountain  
Sojourner School  
Spring Mountain Elementary  
Sunnyside Elementary  
View Acres Elementary  
Whitcomb Elementary

## **Middle Schools:**

Alder Creek Middle School  
Happy Valley Middle School  
Rock Creek Middle School  
Rowe Middle School

## **High Schools:**

Clackamas High School  
Milwaukie High School  
Rex Putnam High School  
Sabin Schellenberg Center  
New Urban High School

## **Charter/Magnet Schools:**

Clackamas Middle College  
El Puente Bilingual  
Sojourner (Multiple Intelligences)  
Riverside (Bilingual Program)  
Cascade Heights Public Charter  
Clackamas Middle College  
Clackamas Web Academy  
Milwaukie Academy of the Arts

**WE**  **VOLUNTEERS**

## ***Why Volunteer?***

As a volunteer, you are an important part of our school's education team. You make a significant contribution to the education of our students in a number of ways. The rewards of volunteer work are many! You will experience the satisfaction of knowing that you are of valuable assistance to our students. You will grow in your understanding of people and learn more about your school and its curriculum. You may also learn or regain skills to be used in your own employment. Regardless of the amount of time you may be able to contribute or the type of assistance you provide, you are appreciated! We sincerely thank you for your commitment to our program.



## ***Responsibilities of the Volunteer***

### **Orientation**

For your safety and that of the students you serve, we ask that you attend an orientation session. If you are unable to attend one of the scheduled sessions at your school, please call your building volunteer coordinator or your building principal and they will make arrangements to meet with you another time.

### **Information Form**

You will be asked to fill out an information form. This is to remain in the building where you volunteer and is not only for our information, but for your safety as well. Please include any medical information that could be necessary in an emergency. While we don't want to overwhelm your volunteer efforts with bureaucracy, it is truly important that we know who is in our buildings at all times. You will be asked to sign in upon arrival and wear an identification badge. If you see adults without ID loitering in one of our buildings, please direct them to the school office. For our buildings to be secure, and our children safe, we must each be aware of who is on the property and why.

# ***Orientation Highlights***

## **CONFIDENTIALITY**

Volunteers must protect the teachers' and students' rights to privacy. Remember that some of the information you will encounter while volunteering in the schools will be of a highly confidential nature. A student's behavior, academic progress, or personal information must remain in the classroom. If you have a specific concern please consult privately with the classroom teacher or the building administrator.

## **COMMUNICATION**

You are responsible for communicating your needs to the volunteer coordinator or the staff. Please discuss your expectations with the staff before starting your assignment and whenever clarification is needed. Concerns you have with staff or other parents/volunteers should be taken to them directly or to the volunteer coordinator. Before you contact the district office, make sure that you have tried to discuss your concern with the person most directly affected. Mutual respect between staff and volunteers is expected.

## **DEPENDABILITY**

Volunteers are responsible for maintaining a professional attitude. Take your volunteering seriously – the kids you serve do! Remember that you are included in the day's lesson plan – the staff and students count on you to be there. Please call if you must be absent. You may also expect the staff to let you know of changes to their calendars.

## **SIGN-IN AND ID**

Every person in a school building must be identified if the school is to be a safe learning environment for students. Please sign in each time you come into the building. In order for you to be covered by District liability insurance for volunteer activities, we must have a record of your having been in the building. It is also important for you to sign-out when you leave the building. In the event of an emergency, the staff must be able to immediately identify who is in the building. Wear your ID badge – not just so we know who you are, but also so you will know who else is in "your" building.

## **SAFETY**

- Discipline is not your responsibility. However, with the exception of immediate danger, bullying or harassing behaviors, you should refer all discipline problems to a staff member of the administration. Should you witness this type of behavior please intervene with a reminder to the student that his/her behavior is inappropriate. Please don't ever put yourself in the position of working one-on-one with a student in an unsupervised area. You should be visible at all times to staff members and others. We need to protect our children from assuming that it's always okay to be alone with a volunteer. You also need to protect yourself from the possibility of a student's misinterpretation of circumstances.
- Please fill out a volunteer information form. This will be kept on file in the school building. This is a requirement for you to be covered under District liability insurance in case of an accident on-site and also lets us know how to reach you.
- Make certain that all personal possessions are out of the reach of students. Ask a staff member where you could safely store them while in the building. It is important to remember that items that we carry and consider harmless or helpful can be extremely dangerous to others.
- Those of us who carry medications or mace must be especially cautious and make certain that these are kept from our students. Leave pocket knives or self-defense weapons locked in your car.
- It is a sign of the times that we must be concerned about blood-borne pathogens. All staff members have a "kit" within their classrooms. Please ask them where they keep it. Immediately refer all accidents involving bodily fluids to the office or custodial staff.

- For your safety, as well as our students, it is **required that when working with a child you must be within sight and sound of school staff. At no time are you allowed to be alone with a child.**

## **GET ACQUAINTED**

Take time to become familiar with your building. Tour the school and grounds. Identify eating facilities, hours, costs, etc. Locate the staff lounge and determine use privileges. Review fire drill and earthquake procedures. Ask about telephone use. Identify parking areas. Ask your volunteer coordinator or building principal to identify these things for you.

Introduce yourself to the secretaries, the custodian, and other building personnel as time, yours and theirs, allows. These are the people who keep your building running day to day: get to know them and everyone will feel more comfortable knowing who's who in the building.



## **PERKS OF VOLUNTEERING**

In addition to knowing your efforts are helping our students find success, there are other benefits that go with the “job.”

### **TEACHER CERTIFICATION**

College credit can be earned for those wishing to renew or reinstate Oregon Teaching certificates. It is recommended those wishing to use this benefit ascertain exact requirements from the Oregon Teachers Standards and Practices Commission or University advisor. You would also be well advised to keep track of your own individual hours in addition to using the sign-in sheet in the building.

### **TAX DEDUCTION**

You may be eligible to claim your mileage to and from a volunteer assignment as a tax deduction.

### **TRANSFERABLE WORK SKILLS**

Keeping an accurate and updated record of the skills and experiences you develop while volunteering. Many corporations accept volunteer work as work experience. Also, principals and staff are usually happy to provide references or letters of recommendation.



## TIPS FOR WORKING WITH STUDENTS

- Here are some of the ways school volunteers can help students feel accepted and be successful in school:
- Learn students' names and use them often.
- Give students a warm and friendly greeting.
- Don't mentally classify students you meet as "poor" or "slow" or "brilliant" based on their dress or appearance.
- Listen carefully to what the student is trying to tell you and show genuine interest.
- Accept each student as an individual.
- Have realistic expectations.
- Be consistent when dealing with students – avoid picking favorites.
- Promise only what you know you can fulfill.
- Refer disciplinary problems to the staff.
- If you don't know, say, "I don't know, but we could try to find out!"
- Teach them that learning can happen to anyone!
- SMILE! A relaxed, friendly attitude creates the best learning atmosphere.
- Teenage students may not always remember your name, but they will remember how you made them feel when you greeted or assisted them.
- HAVE FUN!!

## EXPECTATIONS

### **What the staff expects from a volunteer:**

A positive attitude  
Confidentiality  
Enthusiasm  
Initiative  
Patience  
Promptness

A willingness to follow directions  
Dependability  
Honesty  
Loyalty  
Professionalism  
Tact

### **What a volunteer expects from the staff:**

A positive attitude  
Clear instructions  
Consideration  
Enthusiasm  
Honesty

Appreciation  
A willingness to discuss expectations  
Courtesy  
Respect  
Patience



## **Volunteers**

Community members who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of individuals and groups in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any person authorized by the district for volunteer service into a position having direct contact with students, without ongoing supervision by district staff, shall be required to undergo a criminal records check.

The school volunteer coordinator is responsible for the recruitment, use and coordination and training of volunteers. These assignments will be carried out as authorized through the district's volunteer program. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

### **END OF POLICY**

Legal Reference(s):

[ORS Chapter 243](#)      [ORS 326 .607](#)      [ORS 332 .107](#)      [OAR 839-020 -0005](#)  
Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2017).

Volunteers - IICC  
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## **Volunteers**

The district will involve community resources to enhance the education of children while maintaining a safe environment in our schools. In general, volunteers that do not involve unsupervised student contact, such as classroom speakers, career center support, etc., would not involve completion of the full volunteer application process.

All other volunteers who participate in school programs and/or events on an approved, infrequent basis, are required to register in the Volunteer database system located in the front office of all schools in the district.

Although a volunteer is not a district employee, any volunteer approved to work around students is required to adhere to all relevant district policies and procedures, including, but not limited to the self-reporting of any communicable diseases (See administrative regulation JHCC/GBEB-AR - Communicable Diseases) and all mandatory reporting laws.

### **Volunteer Criminal Records Checks Requirements**

In an effort to maintain a safe environment, criminal records checks will be required for volunteer activities as follows:

1. Parent/Guardian volunteering to participate in any field trips or to chaperone any overnight school trips;
2. Volunteers who will have any direct, unsupervised contact with students (e.g., in certain tutoring situations, coaching);
3. Volunteers who do not have children in the school district;
4. All school-sponsored volunteer athletic/activity coaches and supervisors.

All volunteer applicants requiring a criminal records check will follow the procedures included in this administrative regulation:

1. Complete a volunteer application form and a criminal records checks verification/background check authorization form available online. Paper copies will be made available as needed.

All information will be handled in the strictest confidence.

2. Renew the volunteer application and criminal history verification authorization every three years.

After the criminal records check clearance has been received, the principal/designee will be notified the applicant has been cleared to volunteer. Volunteer orientation will be held at each building for the purpose of informing volunteers of their responsibilities and rights, as well as establishing basic expectations and lines of communication.

Information gathered in the volunteer clearance process is not shared with any federal government agencies for resident status purposes. If there is a question regarding the information received during the criminal records check, the applicant will receive a letter from human resources informing them of the opportunity to meet and discuss their volunteer status.

An applicant will not be approved to volunteer if there is a confirmed conviction including pleas of no contest of any crime listed in ORS 342.143(3)(A). All other evidence of criminal activity will be reviewed and evaluated on a case-by-case basis by human resources personnel to determine if the applicant may be approved to volunteer.



# Reporting Suspected Child Abuse & Maintaining Appropriate Staff/Student Boundaries

## Maintaining Appropriate Staff/Student Boundaries

Positive relationships between adults and students are crucial to student success. However, North Clackamas School District employees and volunteers must understand the difference between appropriate and inappropriate interactions with students at all times and avoid any interactions with students that could appear inappropriate.

Appropriate interactions create a safe environment for students to learn, grow, seek help in problem solving and conflicts, and develop social skills.

Inappropriate interactions cross the boundaries separating student from adults needs and create relationships that become peer-to-peer rather than adult-to-child. Offenders may be judged by students and others to be the "best" staff members, are often popular with students and parents, and are frequently recognized for contributions.

Staff or volunteers who have frequent one-to-one contact with students or who work in co-curricular activities can be more at risk for inappropriate interactions or a student's allegations of inappropriate interactions.

### How to Report

You must report directly to your administrative supervisor, principal, or superintendent and call one of the following:

DHS/Child Welfare: .....971-673-7112

Milwaukie Police Department: .....503-786-7500

Clackamas County Sheriff: .....503-655-8211

**If a child is at risk of imminent harm, call . . . 9-1-1**

## Child Abuse & Sexual Misconduct Definitions

Required information for employees (ORS 339.372)

Child abuse includes: Assault; mental injury; rape and sexual abuse; sexual exploitation; negligent treatment or maltreatment; threatened harm caused by cruelty; buying or selling a child; permitting a child to enter or remain in a location where methamphetamines are being manufactured; exposure of a child to controlled substances that create a risk of harm to the child. (GHFE/JHFE)

Sexual misconduct includes any verbal or physical conduct by a school district employee that is sexual in nature, is directed toward a K-12 student, has the effect of unreasonably interfering with a student's educational performance, and creates an intimidating, hostile, or offensive education environment. Examples listed under the "Inappropriate Interaction" sections of this poster could constitute sexual misconduct. (GHFF/JHFF)

If an employee is found to have abused a child or engaged in sexual misconduct towards a K-12 student, disciplinary records will be released in accordance with ORS 339.388.

## Report Suspected Child Abuse or Sexual Misconduct

All North Clackamas School District employees are mandated by law to report suspected child abuse or sexual misconduct immediately to local law enforcement or the Department of Human Services/Child Welfare (DHS) (ORS 419B.010) (GHFE/JHFE). Reporting obligations are in effect at all times.

Concerns involving suspected child abuse and/or sexual misconduct by district employees must be reported immediately to his/her administrative supervisor, principal or superintendent (ORS 339.372); (GHFE/JHFE and GHFF/JHFF). However, reporting to a supervisor alone does not fulfill your legal obligation; suspected child abuse must also be reported to law enforcement or DHS.

After reporting suspected child abuse either by phone or in person, employees must complete the Child Abuse Record form.

For unique child abuse reporting situations, please refer to GHFE/JHFE and GHFE/JHFE-AR(1)

Volunteers who suspect child abuse or sexual misconduct should report their concerns directly to the building administrator immediately.

## Examples of Appropriate/Inappropriate Interactions

### Physical Contact

#### Appropriate Interaction

- Occasionally patting a student on the back, shoulder or arm
- Exercising good judgment on whether to touch students and/or under what circumstances; being sensitive to individual preferences and cultural norms

#### Inappropriate Interaction

- Invading personal space; being too close in physical proximity
- Giving shoulder massages, lingering touches, squeezes, requesting affection, or touching private parts of a student
- Touching students who may misinterpret the touch due to individual circumstances, cultural standards, or developmental stage

### Communication

#### Appropriate Interaction

- Maintaining personal space and reasonable eye contact/dialoguing about the academic environment and school activities
- Having a conversation that supports a student's learning and growth where the student's perspective is the focus of conversation

#### Inappropriate Interaction

- Maintaining intense eye contact
- Making comments that are physical in nature (e.g. "you have great legs," "you should wear that sweater more often") or may have sexual overtones
- Discussing or condoning inappropriate topics and/or making comments with sexual overtones or flirting
- Communicating to the student with implied, inside messages that are unknown by the general population
- Sharing personal and confidential information in which the adult becomes the focus on the conversation
- Having any dialogue that makes the student feel uncomfortable

### Relationships

#### Appropriate Interaction

- Conducting student conferences in a manner consistent with educational purpose
- Having staff/student relationships centered on academics, school events, and activities
- Notifying administration if a student is suspected of having romantic feelings toward a staff member
- Maintaining fair and equal treatment of all students with occasional exceptions
- Referring serious student problems to the appropriately trained professional

#### Inappropriate Interaction

- Spending time alone with a student in conferences beyond educational expectations
- Meeting with students off-campus
- Transporting a child alone and/or in a private vehicle when it is not a regular function of the employee's assigned job duties
- Receiving or writing personal communication from/to student and or giving gifts
- A pattern of covering or providing excuses for particular students, and/or writing passes repeatedly for favored students to cover tardies or absences
- A pattern of giving special privileges or showing favoritism to a particular student
- Extracurricular and co-curricular activity leaders encouraging or condoning an atmosphere of loose and inappropriate boundaries around gender and harassment issues
- Acting as helpers for serious student problems where appropriate training in effective advising or counseling is warranted
- Failing to notify administration if a student is suspected of having romantic feelings toward a staff member

## Staying Within Appropriate Boundaries of the Staff/Student Relationship

1. Establish and maintain the parameters and nature of the relationship.
2. Be prepared to develop a specific plan for addressing student needs and involve other adults in implementing the plan.
3. Understand your own emotional needs.

*Staff members should be aware of their own emotional needs and how those needs might affect the staff/student relationship.*

4. Understand propriety issues related to helping relationships.

*Professional and personal boundaries become blurred when staff members take students to lunch off campus; write and receive personal notes or make physical contact.*

5. Understand the emotional and physical development of students.

*Students who believe no one listens to them often transfer feelings of affection to the staff member. Refer students in these situations to the school counselor or school administrator.*

# North Clackamas School District Policy

## School Volunteers

### 1. GOALS

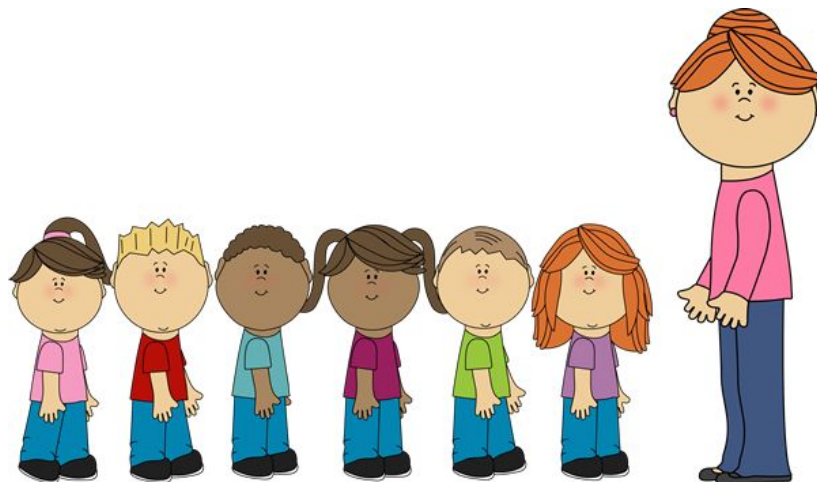
Involve community resources to enhance the education of children in the schools.

### 2. OBJECTIVES

- A. To meet the special needs of individual students.
- B. To enable teachers to provide more individual and enriched instruction to their classes.
- C. To meet requested special needs of staff in the school by locating resources and identifying individuals able and willing to assist. This relieves professionals of non-teaching duties, brings speakers into the classrooms, and helps produce materials.
- D. To provide individual or group student tutoring.
- E. To assist teachers in providing learning opportunities to meet students' needs.
- F. To provide opportunities for interested community members to participate effectively in school programs.
- G. To strengthen school-community relations through participation.
- H. To build an understanding of school issues among citizens and thus stimulate widespread involvement in the educational process.
- I. To provide additional opportunities for one-to-one student/adult relationships.

### 3. GUIDELINES

- A. Volunteer orientation is held at each building for the purpose of alerting volunteers to their responsibilities and rights, as well as establishing basic expectations and lines of communication.
- B. To provide volunteer training in other requested areas (e.g. communication, group process, management, parenting, advocacy training, medication, conflict resolutions, and other related skills).
- C. Incorporate staff training at the building level for effective use of volunteers.
- D. Incorporate basic safety education for students regarding volunteers. **When working with a child you must be within sight and sound of school staff.**
- E. Incorporate orientation for school-to-work program and business partnerships.
- F. An application, interview and criminal history verification will be required of all volunteers who have no children in the North Clackamas schools, as well as any parent volunteers who will be chaperoning or driving for a field trip.



## Benefits to Volunteers:

- Personal satisfaction, giving back
- Trying something new
- Enhances social network
- Learn about people
- Lower rates of depression
- Improves physical and mental health
- *A good way to prevent poor health is to volunteer!*

