

Beaverton School District 48J

Code: **IICC-AR (New)**
Adopted: **8/01/17**
Orig. Code(s): KAA

Volunteers

Volunteers are an important part of ensuring student success in Beaverton. Every effort will be made to recruit and organize parent, guardians and community volunteers in a manner which will ensure maximum contribution to the educational growth of students, enrichment of school programs and to increased school-community involvement and communication.

Volunteering in the Beaverton School District is a privilege, not a right. Volunteers are there to complete a specific task or assignment. Volunteers are expected to adhere to the rules and guidelines set forth by the district. The district reserves the right to place and remove volunteers from service.

Sight & Sound Rule

The safety of students is paramount. Volunteers shall operate under the direction of a staff member and shall be within sight or sound of a staff member while working with students. This applies to parents as well as non-parent volunteers. Volunteers must never be asked to supervise or manage a classroom.

District Online Volunteer Management System

Volunteer Services in the Communications & Community Involvement Department manages the district's volunteer programs. All volunteers shall register in the district's online volunteer management system which contains the initial application, volunteer profile, placement and tracking hours of service. Interested volunteers may access the application from the district's main webpage: www.beaverton.k12.or.us. All information on the volunteer application is sensitive and will be maintained in a secure and confidential manner. The Volunteer Management System is directly tied into the Criminal Records Background Check. The district does not require a social security number in order to complete the application or subsequent criminal records background check.

School staff are responsible for ensuring that adult volunteers are approved and have been cleared to serve in our schools and facilities through the Volunteer Management System before volunteering.

School staff shall not assign a non-custodial parent volunteer to his/her child's classroom without the prior written consent of the custodial parent or a court order.

Criminal Records Background Checks

Any person who wishes to volunteer in the Beaverton School District will be required to undergo an Oregon criminal records background check prior to volunteering, and then every two years thereafter. They must also complete the volunteer application. Results from background checks are confidential. School staff and school volunteer coordinators have access to the database of cleared volunteer names only. Volunteer applicants should plan for up to two weeks for the background check to clear the system.

There are certain crimes and conduct that would preclude a volunteer from serving. Please see the link for more information: **[Convictions Rendering Ineligibility to Volunteer](#)**

Criminal Records Background Checks (continued)

Volunteers helping with one-on-one student activities

Note: *School staff must be present in the area at all times, managing the overall activity.*

Volunteers participating in one-on-one activities such as mock interviews, in-school mentoring, veterans' or senior citizen history gathering events **will be required to complete a volunteer application and background check.**

Classroom Guest Speaker (speaking to an entire classroom)

Note: *School staff must be present at all times, managing the classroom.*

Guest speakers from the community are a valuable resource for enriching district curricula. Guest speakers who are presenting information to an entire class **will not be required to complete a volunteer application and criminal records background check.**

Guest speakers must adhere to the following:

- Information presented must be educational, not promotional.
- Presenters are prohibited from gathering personally identifying information from students. It is allowable for presenters to post their name, the name of the organization with which they are affiliated, and phone number, email address, or other contact information. This contact information should be given in a neutral way. It can remain posted throughout the presentation and shall be removed when the presentation is over.
- The information presented should be age appropriate and relevant to curriculum and classroom instruction. The information must be presented in a neutral and nondiscriminatory manner.
- District representatives have a responsibility for the vetting and the supervision (maintaining a presence) of guest speakers and outside presenters. Building administrators have the authority to cancel or stop presentations deemed to be inappropriate.

Visitors (see also Board Policy KK)

Note: *School staff must be present in the classroom or area at all times managing the activities.*

The District believes the involvement of parents and community member is vital to the development of a better understanding of the District's educational programs. Visits to schools should be arranged and permitted within consideration for the requirements of the educational program and the orderly administration of the school and classroom. Visitors are expected to follow all rules for visitors established by the schools and Board Policy to assure that visitations do not disrupt the educational program.

Visitors are individuals whose participation is not ongoing or frequent. Examples include visitors who come to school for a special event or performance or a grandparent who is in town who wishes to have lunch with their grandchild in the cafeteria. **In these and similar instances, a volunteer application and background check is not required.**

At the discretion of the principal, a visitor may be required to complete a background check prior to coming on campus, if the frequency of visits becomes frequent and ongoing. The background check process could take up to two weeks to complete.

Youth Volunteers

Student volunteers under the age of 18 years old, who do ongoing, sustained volunteer service at a location other than their school, must complete the online Youth Application that includes a Juvenile Offender Records Check through the Public Safety Office. Students 18 - 21 years old should be checked on the Juvenile Offender List and should complete the adult volunteer Criminal Background Check form.

For student volunteers who wish to do a one-time volunteer event, the school administration should check the Juvenile Offender List. Principals, Assistant Principals and counselors have access to this list.

District Employees Who Volunteer in Beaverton Schools

Employees who wish to volunteer in Beaverton schools must complete a Volunteer Application through the online Volunteer Management System. This enables the school and district to track the whereabouts of volunteers and hours of service. If an employee currently has children in Beaverton schools, the volunteer should complete the parent volunteer application. If the employee does not have children in Beaverton schools, they should complete the community volunteer application. The background check that was done through the Human Resources hiring process will apply when employees wish to volunteer in schools. If an employee resigns or retires, a new background check will be required in order to continue to volunteer. Employees when volunteering will follow all the same procedures as all other volunteers such as signing in/out of the location, follow fire drills and evacuations.

Identification While Volunteering

In an effort to increase safety and security, all volunteers are required to wear a school-approved nametag at all times when in the building. Volunteers not wearing proper identification should be directed to the school office.

Sign In and Sign Out of Location

For safety and liability consideration, volunteers are expected to sign in and out of the building using the Volunteer Management System. It allows staff to track who is in the building and who participated in specific activities. There is a computer to log into the Volunteer Management System in the school office. Volunteer hours and activities are reported to the Beaverton School Board annually as part of the Strategic Plan.

Siblings

Volunteers should not bring younger siblings and babies to school when they are scheduled to volunteer. It is a safety issue. It is distracting in the classroom and other areas and causes disruption when there are additional children in a classroom or other learning space.

Confidentiality

Volunteers must protect teachers' and students' right to privacy. A volunteer may not disclose sensitive school or personal matters which have come to their attention. They should discuss student concerns only with the teacher, staff member or the principal with whom they are volunteering.

Professionalism

Although the job is voluntary, the commitment is professional. Volunteers are there to complete a specific task or assignment. Volunteers are expected to support and maintain an environment conducive to student success. Volunteers should become familiar with and follow all school and classroom policies and practices, including building evacuation, fire drills, etc.

Dependability and Punctuality

Students, teachers and staff members rely on the services performed by volunteers. Volunteers should contact the school if they are unable to volunteer on their scheduled day.

Child Abuse

Volunteers should report suspected incidents of child abuse. This can include physical abuse, sexual abuse, or neglect. See the school principal immediately to make a report.

END OF ADMINISTRATIVE REGULATION
