Volunteer Guidelines

Gaston School District #511J

Congratulations and thank you for volunteering in Gaston Schools. Your volunteer support represents a wonderful commitment to our community. Volunteers directly meet the needs of students and assist teachers and staff. Volunteers enhance school programs by fundraising, adding their efforts to special building programs, and important committee work. The work of volunteers is invaluable and well appreciated! The following guidelines are designed to clarify school district expectations of volunteers.

SIGN IN PLEASE! At each building, please sign in and put on your Volunteer Name Badge. Why? Security—your Volunteer Badge lets our school community know who is in the building. Also, office staff needs to know where you are working (for messages) and how long you volunteered (for matching corporate funds and grant writing purposes). Remember, volunteers and the services they provide are an indicator of effective schools!

WHAT WILL I DO AS A VOLUNTEER?
Volunteers help in so many ways, for example:
tutoring students reading to or with students
assisting with preparation of classroom materials
serving on a building Site Council or other committee
assisting a coach or at a sport activity

WHAT IS MY ROLE AS A VOLUNTEER WORKING WITH STUDENTS?
Teachers and/or staff will give you directions about materials, skills and which students to assist. Should you have questions or concerns, consult with the staff member. Remember, volunteers assisting students will be under the direction of district staff and in “no instance is a volunteer to be left in sole charge of a student or group of students.” (as per School District Policy IICC)

* Respecting confidentiality is crucial.
Volunteers are not authorized access to confidential information concerning students and should not disclose other student information to anyone other than appropriate staff who works directly with the student.

* Contributing in a positive way!
Students will appreciate your positive attitude and interactions with them and you’ll notice their growth and process. Your praise of “good job”, “practice is really making a difference in your performance”, “your skills are improving, I can see the difference”, will motivate the Gaston students.

* Disciplining students is not a job for volunteers.
Students are expected to be respectful and appropriate with volunteers. If your gentle verbal reminders do not help refocus the student’s attention and/or behavior, get assistance from the staff member who is in charge. At no time is it appropriate for a volunteer to use physical force or negative intervention with a student.
Questions and concerns.
Please mention your questions or concerns to the staff member with whom you are working or the building administrator.

Thank you in advance! As a volunteer, your enthusiasm, service and dedication are very much appreciated! Please read and sign below, and return the form to the school secretary or athletic director.

I have read the guidelines for volunteers and agree to adhere/abide by the expectations.

I hereby grant Gaston School District #511Jt permission to check civil or criminal records to verify any statement made on the attached ODE Criminal History Verification of Applicants form 581-2282-M.

_________________________  __________________________
Print Name Signature

_________________________
Address

_________________________
Address

_________________________
Telephone Number

_________________________
Date

ODI #

_________________________
Date of Birth

Revised 09/27/2007
CRIMINAL HISTORY VERIFICATION OF APPLICANTS

Please type or print clearly.
As Appears on License

Name: ___________________________ Date of Birth: __________ Sex: __________
(Last Name) (First Name) (Middle Name) MM/DD/YY

List Other Names Previously Used:
(Include Maiden Name)

Social Security No.: ___________________________ Driver License/Identification Card No.: ___________________________

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 benefits to which you are otherwise entitled. If you do provide the number the Oregon State Police 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
City: ___________________________ State: ___________________________ Zip + 4: ___________________________

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 if another state.) 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 if another state.) 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 if another state.) 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 Oregon Department of Education to verify the responses to the preceding questions.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, the Oregon Department of Education will conduct a criminal offender record check of applicants for the position of school bus driver, volunteer, or other prospective school employees 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 97232, telephone (503) 731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: ___________________________ Date: ___________________________

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