

Welcome Volunteers!

The McMinnville School District encourages and appreciates the involvement of parents, guardians and community members who volunteer in our schools. There are many opportunities throughout the district, including helping in classrooms and school offices, mentoring students, chaperoning field trips and school events, coaching team activities, working with school committees, and helping with before and after school programs.

If you do not have transportation or do not have childcare, you may be able to volunteer from home. Check with your school to let them know that you would like to work from home.

The safety and welfare of our students are of primary importance. The school district conducts criminal history checks on all employees, volunteers, as well as high school and college students who work with our students. All volunteers must complete an online Volunteer Application before they can volunteer in our schools.

Volunteer Procedures

Signing up to become a volunteer for the McMinnville School District is easy – and once your application is approved, you are approved to volunteer for two years. This means that you will be approved for the 24 months following your initial approval.

If you are interested in assisting in our schools, we encourage you to contact your local school to see what opportunities are currently available. Approval of your application can take up to two weeks, so be sure to apply well before the activity for which you wish to volunteer.

There are four steps you will take through our online system to become a volunteer.

1. Complete the online **Volunteer Application** and criminal history verification questions.
2. Read and acknowledge the **Confidentiality Statement**.
3. Read and acknowledge the **Abuse and Sexual Conduct Training and Reporting Requirements**.
4. Read the MSD **Volunteer Handbook**.

All information will be handled in a professional and confidential manner. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district. In addition to a criminal records check, volunteers allowed direct, unsupervised contact with students, in a position identified by the district as requiring fingerprinting will also be required to complete fingerprinting as well. **The McMinnville School District reserves the right to deny permission to volunteer.**

You will receive an email when your volunteer application has been approved. Questions about the process or the status of your application may be made via email to nvillarodriguez@msd.k12.or.us.

Volunteer Responsibilities

1. Commitment, Dependability, and Punctuality

Volunteers must carefully consider the time commitment to create a balance between volunteering and their personal lives. We rely and depend on our volunteers. If you are not able to come on your scheduled day or time, please call the school so adjustments can be made.

2. Dress

Volunteers should dress in a manner consistent with their assigned duties. Volunteers should dress in a manner that communicates pride in personal appearance to students.

3. Level of Involvement

Paid staff are, by law, legally responsible for the overall management and operation of the school and its programs. Volunteers support the school and its programs unless asked by the principal to serve on a decision-making committee. Volunteers must follow teacher and staff directions. The school environment is constantly changing. For our volunteers, this requires an attitude of mutual respect, flexibility, and a willingness to work together.

4. Maintaining Appropriate Boundaries

Volunteers closely involved with students must understand the difference between appropriate and inappropriate interactions. Volunteers must engage in appropriate interactions with students at all times and be aware of avoiding interactions that could appear inappropriate. Appropriate interactions are those that create a safe environment in which students may grow, learn, seek help in solving conflicts and develop social skills. Inappropriate interactions cross the boundaries separating student from adult needs and could create a relationship that becomes peer-to-peer rather than adult-to-student.

5. Student Privacy

While working at school, volunteers may be exposed to information and overhear conversations that must be kept confidential. It is vital that volunteers understand the importance of not sharing with others what they see and hear at school. The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects student privacy. Some examples of information protected under FERPA include details about a student's:

- Health
- Behavior
- Discipline
- Academic Performance
- Family or Living Situation

FERPA also protects the rights of families to deny permission of photographs or videos to be taken of students while at school or while involved in school activities. Should you wish to photograph an event or activity, you must first get permission from the school administrator.

Any questions, concerns, or comments about confidential information should be directed to the building administrator.

6. Harassment and Bullying

The District is committed to providing a safe, positive, and productive learning environment for all students. Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Staff, students and third parties whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal or expulsion. Volunteers play a valuable role in helping to create and maintain this safe school environment. Immediately report all suspected acts of harassment and bullying to a school staff member. All reports will be investigated by the school administrator.

7. Mandatory Reporting of Abuse

District employees are mandatory reporters of all reasonable suspicion that abuse of a child has occurred. Oregon law recognizes these types of abuse: physical, neglect, mental injury, threat of harm, sexual abuse, and sexual exploitation. If you become aware of suspected abuse of a child, immediately report your concerns to an administrator, school counselor, or teacher.

8. Student Discipline

Volunteers may not discipline students. Any disciplinary matters should be reported to a school staff member.

McMinnville schools are Positive Behavior Interventions and Support (PBIS) schools. PBIS schools value the positive behavioral choices students make daily and are focused on preventing poor choices through education and preventative school supports. Please let students know when you see them being safe, respectful and responsible. If issues arise regarding student behavior, let an employee of the school know so they can assist with appropriate responses.

9. Dismissal of Students

Only school staff may dismiss students from school. Students who must leave school early for any reason must receive permission from the school office and sign out before leaving.

10. Personal Electronic Devices

Please speak to the school administrator about where and when cell phones and other personal electronic devices (PEDs) may be used by volunteers. PEDs shall be silenced during instructional or class time, while on duty, or at any other time where the use of the device would cause a disruption of school activities or interfere with work assignments. PEDs that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities unless expressly authorized by the principal or designee for use directly related to and consistent with the volunteer's assigned duties.

11. Arriving and Departing from Schools

Volunteers are required to check in and out of the school office, and to wear a name badge at all times.

Safety Response

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

Our district uses a Standard Response Protocol (SRP) for safety. The SRP includes the following actions: hold, secure, lockdown, evacuate, and shelter.

- **Hold** - In your room or area. Clear all halls.
 - *Students*- Clear the hallways and remain in the room or area until the "All Clear" is announced. Do business as usual.
 - *Adults*- Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students and adults. Do business as usual.
- **Secure** - Get inside. Lock outside Doors.
 - *Students*- Return to the inside of the building. Do business as usual.
 - *Adults*- Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students and adults. Do business as usual.
- **Lockdown** - Locks, lights, out of sight.
 - *Students*- Move away from sight. Maintain silence. Do not open the door.

- *Adults*- Recover students from the hallway if possible. Lock the classroom door. Turn out the lights. Move away from sight. Maintain silence. Do not open the door. Prepare to evade or defend.
- **Evacuate** - A location may be specified.
 - *Students*- Leave stuff behind if required to. If possible, bring your phone. Follow instructions.
 - *Adults*- Lead students to Evacuation location. Account for students and adults. Notify if missing, extra or injured students or adults.
- **Shelter** - Hazard and safety strategy.
 - *Students*- Use the appropriate safety strategy for the hazard.
 - | <u>Hazard:</u> | <u>Safety Strategy:</u> |
|-----------------------|--------------------------------|
| • Tornado | Evacuate to shelter area |
| • Hazmat | Seal the room |
| • Earthquake | Drop, cover and hold |
| • Tsunami | Get to high ground |
 - *Adults*- Lead safety strategy. Account for students and adults. Notify if missing, extra or injured students or adults.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

School District Responsibilities

Orientation and Training

The building administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the safety, welfare, and educational growth of students.

Supportive Environment

The McMinnville School District is dedicated to making your volunteer experience one that you will choose to repeat over and over. Here are some ways we will work to accomplish this goal:

1. We will do our best to keep you informed of school needs through newsletters, emails, and telephone calls.
2. We will contact you with any changes to your scheduled volunteer job.
3. We will treat you with respect and courtesy. We will strive not to put you in a position or situation that will either make you uncomfortable or harm you in any way.

Frequently Asked Questions

What is a volunteer?

A volunteer is someone who provides assistance to our school staff to help meet the needs of students and the educational goals of the McMinnville School District.

Who must complete the Volunteer Application process?

Any person who works with or around children in our schools in the following capacities, including but not limited to, volunteers, coaches or team activities advisors, scorekeepers, school committee members, before and after school programs, athletic camps, mentors, chaperones, classroom and office aides, and those who help with any other school program, will be required to complete the volunteer application which includes criminal history verification prior to beginning their volunteer service.

What type of criminal background information may prevent a volunteer from working in schools?

Sex-related crimes; crimes or violations involving violence or threat of violence that include harassment; restraining or stalking orders; criminal activity involving drugs, alcohol, or weapons; crimes or violations involving theft; and recent criminal activity may disqualify an individual from volunteering in our schools. The Human Resources Director will review background checks that

include these types of crimes to determine whether or not a volunteer will be allowed to work in schools. See page nine (9) of the handbook for the MSD Risk Management Criminal Conviction Matrix.

When can a volunteer applicant begin to volunteer?

An individual may begin volunteer work after completing the Volunteer Application. We encourage volunteers to complete this process well before they intend to begin volunteering as the process can take up to two weeks.

Does the applicant need to disclose their Social Security Number?

No, a Social Security number is not needed.

How do I find out if the results of my Criminal History Verification will permit me to volunteer?

Volunteers will receive an email notification when they have been cleared to volunteer. You may also contact the school where you wish to volunteer to find out if you have been cleared. The Human Resources department will notify the applicant if additional information is required.

How often are criminal history backgrounds re-checked?

Volunteers are required to resubmit a Volunteer Application every two years. A reminder email will be sent 30 and 15 days prior to the volunteer's expiration date.

Who should I contact if I have questions about the process?

You can contact either the school where you wish to volunteer or the MSD District Office.

MSD Risk Management

Criminal Conviction Matrix for Participation Acceptability

This form should be considered a guide, because each case may pose unique situations not covered by a standard format.

When multiple convictions have occurred, the "No" on the matrix should be the number of years since the last conviction.

*****Any criminal activity involving a minor will result in an automatic denial.**

No = MSD determination not to allow individual to participate

MSD "D" = MSD Decision to allow individual to participate

Type of Conviction Years since conviction	1 Yr	2 yrs	3 yrs	4 yrs	5 yrs	6 yrs	7 yrs	8 yrs	9 yrs	10 yrs	>10 yrs
Felony											
Class A	No	No	No	No	No	No	No	No	No	No	No
Class B	No	No	No	No	No	No	No	No	No	No	MSD "D"
Class C	No	No	No	No	No	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"
Misdemeanor											
Class A	No	No	No	No	No	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"
Class B	No	No	No	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"
Class C	No	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"
Special Activity											
DUI											
1 Conviction	No	No	No	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"
2 Convictions	No	No	No	No	No	No	No	No	No	No	MSD "D"
3+ Convictions	No	No	No	No	No	No	No	No	No	No	No
Drug Possession											
1 Conviction	No	No	No	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"
2 Convictions	No	No	No	No	No	No	No	No	No	No	MSD "D"
3+ Convictions	No	No	No	No	No	No	No	No	No	No	No
Drug Manufacturing & Distribution/Sales											
1 Conviction	No	No	No	No	No	No	No	No	No	No	MSD "D"
2+ Convictions	No	No	No	No	No	No	No	No	No	No	No
Manufacturing Meth	No	No	No	No	No	No	No	No	No	No	No
Assault											
Assault I	No	No	No	No	No	No	No	No	No	No	No
Assault II	No	No	No	No	No	No	No	No	No	No	MSD "D"
Assault III	No	No	No	No	No	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"
Assault IV	No	No	No	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"	MSD "D"

Volunteer Agreement

IT IS THE RESPONSIBILITY OF MCMINNVILLE SCHOOL DISTRICT VOLUNTEERS TO REVIEW THE FOLLOWING SCHOOL BOARD POLICIES

[Volunteers](#)

[Visitors to Schools](#)

[Staff Dress and Grooming](#)

[Personal Communication Devices and Social Media – Staff](#)

[Tobacco/Inhalant Delivery Systems Free Environment](#)

[Alcohol/Drug Free Workplace](#)

[Bullying and Harassment](#)

[Sexual Harassment](#)

[Nondiscrimination](#)

MCMINNVILLE SCHOOL DISTRICT VOLUNTEERS ALSO AGREE TO THE FOLLOWING

- ☐ I have full knowledge of any risks involved in the activity for which I am volunteering.
- ☐ I am physically fit and sufficiently trained to participate in the activity.
- ☐ I will follow all policies and procedures of the school district and applicable to the activity.
- ☐ I understand that I have no medical coverage under the school district if I am hurt or injured.
- ☐ I understand that I am not covered by the district's worker's compensation program.
- ☐ I will protect the privacy of staff and students.