

# Lincoln County School District Volunteer Guidelines

Updated 2019

## **Volunteers are an Important Part of the Education Team**

Volunteers in Lincoln County School District's schools enhance the education of children every day. They help school staff enrich children's learning experiences. By giving their time, volunteers allow schools to offer more services to children and families and to better meet the individual needs of each child. Thank you for considering becoming a volunteer in our schools!

## **Expectations for Volunteers in our Schools**

Be punctual and reliable. Volunteers are most helpful when they can be counted on. If you cannot make it for your shift or will be late, please call the school office as far in advance as possible. Be fair and realistic with yourself about the times you can volunteer, and then stick with that schedule. Make it a priority.

## **Be a Good Ambassador**

As a volunteer, you represent the school and the district not just while volunteering, but everywhere in the community. Help spread the word about the positive things that your school is doing. Answer questions when you can, or urge people to call the school for more information. If you have concerns about anything happening in the school, speak to the principal.

## **Keep Confidential Information Confidential**

As a volunteer, you may learn confidential information about Lincoln County School District students. It is critical that you keep that information confidential, and not divulge it, even to friends or family. Students trust you to maintain their rights and privacy.

## **Set a Good Example for Students and Visitors by Following School and District Guidelines**

We expect our volunteers to dress modestly and use respectful language. Do not use a cell phone during time with a student, please set the phone on vibrate and step out of the class if you need to use the phone. Do not take photos of the students unless requested by the teacher as part of volunteer activity. It is very important to remember that student discipline is the responsibility of the teacher and/or the principal.

## **Learn the Basics**

Your volunteer time will be easier if you learn the following:

- The classroom, school and districts' policies. Policies referenced in this document are found on our website [www.lincoln.k12.or.us](http://www.lincoln.k12.or.us) under the About Our District section.
- Your way around your school or another volunteer site, including the location of restrooms, supply and workroom areas, staff lounge areas, and entrances and exits. You are welcome in all areas.
- Where to sign in and out, and how to get a name tag. You need to wear the name tag at all times.
- What to do in an emergency (see following sections and watch the videos posted on the Lincoln County School District website ([www.lincoln.k12.or.us](http://www.lincoln.k12.or.us))).

- Where to park.
- Know the school district's calendar and schedules for the classrooms you will be assisting in.
- How to order lunch from the cafeteria or where to store your own lunch.

### **Background Checks**

In order to maintain a safe environment for students, staff and our community, Lincoln County School District conduct criminal records screening on volunteers who have the potential for direct, unsupervised contact with students. **This screening is done every two years.**

Lincoln County School District recognizes that a criminal record alone is not an indication of the value volunteers offer to our students.

When reviewing criminal records, the school district also considers:

- The safety of our students and staff
- The nature and gravity of the offense (s)
- The time that has passed since the conviction and/or sentence
- The nature of the volunteer work for which the applicant is requesting to volunteer
- The positive impact the individual has had within the community since the offense

We respect your privacy and any conversations with regard to your personal matters will be kept confidential.

### **Report to the Principal**

Volunteers are responsible to the principal. If you have a question or need an explanation for something you do not understand, ask the teacher or principal for clarification.

### **Child Abuse**

Volunteers are mandatory reporters and should report any suspected incidents of child abuse. This can include physical abuse, sexual abuse, or neglect. Any district/school employee or volunteer who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify his/her supervisor.

### **Drug-Free/Tobacco Policy**

The Lincoln County School District has a drug-free workplace policy and prohibits the use of tobacco on district property. If you suspect someone is distributing, in possession of, or using a controlled substance report the information immediately to the principal or another district administrator.

### **Emergencies**

Each classroom and office should have a copy of the Lincoln County School District Emergency Procedure Manual. The manual includes procedures for many emergency situations, including evacuations, lockdowns, injuries, fires, electrical outages, and child abuse reporting. Each district building has an evacuation map posted. Most of this information is also posted on the website under the Safety section and follows training on Safe Schools. Please study the evacuation route maps and locations for exits and fire alarms. Drills are done on schedule. You should speak with your principal about how you can help in the event of an emergency. Success during emergencies relies on everyone following the same plan.

## **Harassment and Discrimination**

Illegal harassment and discrimination are not permitted in the Lincoln County School District. If you observe harassment or discrimination you should report the incident to the principal.

## **Weapons Policy**

The Lincoln County School District has a “zero-tolerance” policy for weapons in district buildings. If you suspect that someone is carrying a weapon on school district property, please note the person’s appearance and location and report the information to the principal or another district administrator immediately.

## **Tax Deductions**

A number of tax deductions are available to volunteers that may be itemized on a tax return as a charitable contribution. A volunteer may deduct unreimbursed out-of-pocket expenses and mileage directly related to their volunteer service. Examples of the types of expenditures might include bus and cab transportation, mileage while traveling directly to and from volunteer shifts, materials, and supplies purchased to perform volunteer duties, etc. Please contact a tax professional to determine eligibility.

## **Information Resources**

The Lincoln County School District’s website [www.lincoln.k12.or.us](http://www.lincoln.k12.or.us) has information about the district and its programs, the district calendar, and individual school websites.

The Lincoln County School District’s Board Policies and Administrative Rules are available for review online and at the district office.

Student handbooks include important information about the rights and rules for students. They are available at all schools.

You may also contact the Lincoln County School District Office for information by calling 541-265-9211