

Volunteer Protocol



Identification

In an effort to increase safety and security, all volunteers need to wear a name tag at all times when in the building. Adults not wearing proper identification should be directed to the school office.

Signing in and out

Please sign in and out of the building at the computer in the office when you volunteer so that your volunteer hours are logged. Here are a few reasons why it is important to sign in and out:

- Safety and security of students, staff, parents and community members.
- Volunteer hours statistics may be used in grant applications qualifying under in-kind contributions.
- Volunteer statistics may be needed for verification of volunteer match grants.

If you are volunteering at home, please log your volunteer hours on www.myvolunteerpage.com.

Sight and sound policy

Beaverton School District Board Policy IICC states that:

All volunteers shall operate under the direction of a licensed staff member and shall be within sight and sound of a licensed staff member while working with students. This policy applies to parents as well as non-parent volunteers and is for the safety of students, staff and volunteers.

Confidentiality

Protect the teachers' and students' right to privacy. Do not disclose student information or personal matters which you may have overheard. Discuss student problems or concerns only with the teacher, staff member with whom you are working, or principal.

Professionalism

Maintain an attitude of mutual respect and confidence. Familiarize yourself with school policies and classroom practices. Please dress appropriately and use appropriate language. Silence cell phones and move conversations to the foyer or outside.

Dependability and punctuality

The staff and students are relying on you. Please contact the Volunteer Coordinator or Teacher if you are unable to make a shift. Please arrive a little early to allow for time to sign in and get to where you need to be.

Restrooms

Please use the staff restrooms, or private restroom in the main hallway or modular building. Do not use student restrooms.

Siblings

Please do not bring younger siblings when volunteering in the classrooms. Contact Kids Klubhouse for possible discounted childcare rates.