

# Hillsboro School District

Volunteer Handbook



Superintendent Letter	2
Welcome	3
Volunteer Responsibilities	4
Commitment and Level of Involvement	4
Signing in and out	4
Identification	4
Dependability and Punctuality	4
Confidentiality	4
Discipline	4
Personal Communication Devices	5
Field Trips	5
District Responsibilities	5
More Helpful Hints	5
Frequently Asked Questions	7
District Policies (Links)	
Policy IICC - Volunteers	9
Policy GBHB - Personal Relationships with Students	9
Policy GCAB - Personal Electronic Devices and Social Media – Staff	9
Policy GBN/JBA - Sexual Harassment	9
Policy IIBGA - Electronic Communication System	9

# Hillsboro School District

OFFICE OF THE SUPERINTENDENT

3083 N.E. 49TH PLACE, #200  
HILLSBORO, OR 97124-6008  
TEL: 503-844-1500  
FAX: 503-844-1781  
WEB: [www.hsd.k12.or.us](http://www.hsd.k12.or.us)

Dear Volunteer:

Welcome and thank you for volunteering your time to the Hillsboro School District's students and staff. Our staff and community are important partners as we work to make certain that students are achieving at high levels. Creating a structure, curriculum, and environment in which students are thriving and successful requires common agreements and commitments. Our current Strategic Plan (2016-2021) outlines these agreements and commitments and we are eager to continue this work with our partners. A strong volunteer program is a critical factor in the achievement of this goal and our staff understands that volunteers are important to the success of our students. Together we can build a partnership that will ensure our students meet all standards and graduation requirements. Volunteers really do make a difference.

We want this to be a positive experience for you and our students so please consider carefully the amount of time you are able to contribute.

Please also realize that the value of your volunteer work is based not only on the necessary duties you perform, but also on the behavior you model for students. Your willingness to share your time and energy demonstrates to students the importance of education, and your words, actions, and attitudes demonstrate positive ways of working with others and handling situations that arise.

On behalf of our students and staff, thank you for volunteering.

*Mike Scott*  
Superintendent

**W**elcome! The District encourages and appreciates the involvement of community members and parents who volunteer in our schools. As the safety and welfare of students is of primary importance, the Hillsboro School District will conduct criminal history checks on all employees, volunteers, and high school and college students who work with our students.

All volunteers will complete a Volunteer Application and Criminal History Check form. This includes any person who works with or around children in our schools in the following capacities, classroom volunteers, student activities advisors, score keepers, school committees, before and after school programs, mentors, chaperones, classroom and office helpers, and any other school program.

### **Volunteer Procedures**

Signing up to become a volunteer for the Hillsboro School District is easy—and once you're "cleared," you're good for two (2) years!

There are two basic steps to becoming a volunteer through our new online system:

1. Read the District's **Volunteer Handbook** (a link to the handbook can be found in the application)
2. Complete the **On-line Volunteer Application Form & Criminal History Verification Information.**

This process can take several days, so get your application in early.

All information will be handled in a professional and confidential manner.

**Watch for an email notifying you of approval or next steps. Contact your school for volunteer assignments. Reminder: Sign in and out in the main office, and wear your volunteer badge at all times.**

# **Volunteer Responsibilities**

## **Commitment and Level of Involvement**

Volunteers must carefully consider the time commitment to create balance between volunteering and their personal lives. Please also understand that 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 to serve on a decision-making committee by the principal.

## **Signing in and out**

Always sign in and out of the building where you are volunteering. The school must keep track of your hours, and periodically report a total of all volunteer hours to the Board of Directors. If you are volunteering from home or in another capacity, please keep track of your volunteer hours and turn them in monthly to the school.

## **Identification**

To ensure the safety of our students and staff, all volunteers must wear a school-issued ID badge at all times while in the building.

## **Dependability and Punctuality**

Be on time and dependable. We rely and depend on our volunteers. If you are not going to be able to come on your scheduled day or time, please call the school and let them know so adjustments can be made.

Your job is voluntary, but the commitment is professional. You will be working in an environment of constant change. This will require an attitude of mutual respect, flexibility, and a willingness to work together. You will also need to be able to follow teacher directions.

## **Confidentiality**

Volunteers must keep information in regard to students and/or staff members within the school in which they work, and such information is only to be discussed with the appropriate teacher or staff member at the school. The principal should be the primary contact if a volunteer is unsure who to speak to.

## **Discipline**

Volunteers may not discipline students. Such matters are to be reported to the appropriate supervising staff member.

Hillsboro Schools are Positive Behavior Interventions and Support (PBIS) schools. PBIS schools value the positive behavioral choices kids 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 do arise regarding student behavior, let an employee of the school know so they can assist with appropriate responses.

## **Personal Communication Devices**

Please speak to your principal about where cell phones and other personal communication devices may be used in the school.

## **Field Trips**

As a volunteer chaperone you:

- A. May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-a-likes in any form
- B. May not possess articles that can be used as weapons
- C. May not administer medications to students

## **District Responsibilities**

We are 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:

We will do our best to keep you informed of school needs through newsletters, e-mails, and telephone calls.

We will contact you with any changes to your scheduled volunteer job, such as school closure or teacher illness.

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.

## **More Helpful Tips**

If your first language is not English or if you came from a different background than many of our staff members, we need and want your help, too. We encourage our staff, parents, and community members to volunteer. You are an important partner in the District's work.

Here are some helpful hints for making this an easy and enjoyable experience:

Find someone who speaks the same language. They could be a staff member, a friend, or neighbor who speaks both languages. The school may even be able to provide a translator.

Spend time in the school, help out at events, and go on field trips. Let others see that you care about your child and the school. It is also a great way to stay involved and know what is going on.

If you are not able to get to the school, do not have transportation, or you do not have childcare, there are still ways to be involved:

Volunteer from home. Sometimes you can help with a class or school project from home. Your involvement is always appreciated. Call or email the school and ask if there is something you can do from home. If you have a student attending school, perhaps they could be the messenger. This is also a way for your student to be involved.

How about volunteering to carpool for conferences or providing childcare so another parent can volunteer in their child's class or attend a school conference or activity?

*Choose the way you want to volunteer. Choose what is right for you.*

Volunteering does not mean you have to come every day.

Volunteering does not mean you have to stay at school all day long.

Volunteering does not mean you have to volunteer all year.

Volunteering means you care.

Volunteering means you want to be involved in your child's school experience.

Volunteering means you are committed to doing your part to make our schools and community a better place to live and grow.

# Frequently Asked Questions

1. What is a volunteer?

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

2. Who must complete the Volunteer Criminal History Verification process?

*In accordance with District Policy IICC-AR, any person who works with or around children in our schools in the following capacities, including but not limited to, classroom volunteers, student activities advisors, score keepers, school committees, before and after school programs, mentors, chaperones, classroom and office helpers, and any other school program, will be required to complete the volunteer criminal history verification process prior to beginning their volunteer service.*

*Any person authorized by the district for volunteer service into a position that will have direct, unsupervised contact with students shall be required to undergo a national criminal records check and fingerprinting.*

3. Do high school students need to complete the criminal history check process prior to volunteering?

*Yes, students over the age of 18 must complete the Student Criminal History Check form.*

4. What type of criminal background information would prevent a volunteer from working in our schools?

*Sex-related crimes, crimes or violations involving violence or a threat of violence that include harassment; restraining or stalking order; criminal activity involving drugs, alcohol, or weapons; and crimes or violations involving theft will disqualify an individual from volunteering in our schools. The Human Resources team will review all information returned from background checks and determine whether or not a volunteer should work in our schools.*

5. When can a volunteer applicant begin to volunteer?

*An individual may begin volunteer work after completing the criminal history verification process with final approval from Human Resources Department. We encourage volunteers to submit their paperwork early as the criminal history verification process takes time to complete.*

6. Does the applicant need to disclose their social security number?

*In some cases it is necessary to request a social security number in order to complete the background check process. You would be contacted personally when this is needed.*

7. How do I find out if the results of my criminal history check will permit me to volunteer?

*An email notification will be sent to the email address you provide in your volunteer application. The Human Resources department will notify the applicant if they require additional information.*

8. How often are volunteers re-checked?

*Volunteers will be asked to reapply every two years.*

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

*You can contact either the school where you wish to volunteer or the Human Resources department.*

# District Policies and Administrative Rules

Please click the following links to familiarize yourself with some of Hillsboro School District's policies. You can find the District's policies in their entirety on our webpage.

[Policy IICC - Volunteers](#)

[Policy GBHB - Personal Relationships with Students](#)

[Policy GCAB - Personal Electronic Devices and Social Media - Staff](#)

[Administrative Rule - GCAB-AR - Social media and Personal Electronic Devices - Staff](#)

[Policy GBN/JBA - Sexual Harassment](#)

[Administrative Rule - GBN/JBA-AR - Sexual Harassment Complaint Procedure](#)

[Policy IIBGA - Electronic Communication System](#)

[Administrative Rule - IIBGA-AR - Electronic Communications System](#)