

## Auto insurance

It is highly recommended that you do **not** transport students in your private vehicle. If you do transport students and or equipment (e.g. sport, music, etc.) you are solely liable and responsible. Volunteers transporting students in their own vehicles are responsible for providing proof of automobile liability insurance. Insurance coverage of a minimum of \$300,000 per accident is required for transporting students and a minimum of \$100,000 for equipment. Forms must be completed and turned in or mailed to the District Office 10 working days prior to transporting any student or equipment. Forms are available online or at the school office.

## Bloodborne pathogens

Pathogens are disease causing microorganisms found in bodily fluids. Volunteers are not responsible for providing first aid or handling any body fluid spill. If you are accidentally exposed to any body fluid, wash affected skin thoroughly with soap and water or flush mucous membranes with water for 15 minutes. Promptly report the incident to your supervising teacher or staff member and call your own physician for further instruction.

## Child Abuse Reporting

Oregon law designates school employees and certain other professions as mandatory reporters. Please notify the principal immediately if

- you hear students discussing issues that may be dangerous to themselves or others
- you witness an act of bullying or harassment

## Confidentiality

Volunteers do not discuss teacher, student or school affairs with others. Principals have the same expectations of confidentiality from volunteers as they do from the rest of the school staff. A violation of the Oregon laws regarding confidentiality of student records carries a \$1000 fine or imprisonment if convicted.

## Criminal background check

Confidential criminal background checks are conducted on all volunteers. Refusing to submit to a criminal background check will result in denial of a request to volunteer. Conviction of crimes listed in ORS 342.143 will result in denial of a request to volunteer.

## Dependability/ Punctuality

Teachers and staff members rely on the services performed by volunteers. Volunteers should arrive on time for any activity. The school day and class periods are set for specific time. A delay of even 10 minutes may result in the activity being over. If you are unable to volunteer on your scheduled day or time, please contact the school immediately so other arrangements can be made.

## Emergency drills

Volunteers follow the same emergency procedures as staff. If there is an earthquake, fire or lock down drill while you are at school, follow the school safety procedures:

- Earthquake: Turn away from windows and seek protection under a desk or other sturdy furniture. Leave the building along with the students and staff.
- Fire: Leave from the nearest exit or if you are in the classroom, leave with the class.
- Lock down: Obtain the lock down procedure from school office.

In case of a real emergency, office staff will give the sign-in sheets to the emergency crews, to account for everyone in the building. Remember to sign in AND out.

## Entrances and exits

Doors are locked for the safety of all students and staff. Please do not prop or block doors open.

## Forms

All district volunteer forms are online at [www.newberg.k12.or.us/district/volunteer](http://www.newberg.k12.or.us/district/volunteer) or available in the school office.

## Identification badge

Volunteers, including fieldtrip chaperones must wear a current school district identification badge. Identification badges are good for four years, after which a volunteer must resubmit a criminal background check to renew their badge.

## Insurance coverage

Volunteers in the Newberg School District are covered by accident insurance. To receive this coverage, volunteers must check in and out at the school main office each time you come to volunteer at the school. In the event of an accident, notify the school office and go to your doctor for the necessary treatment.

## School lunches

Volunteers may purchase school lunch if they are at school during lunchtime. Contact the main office for the procedure to follow for placing a lunch order and payment.

## Siblings

Young children can be a distraction to classroom learning and a safety concern in the work room. Please arrange for childcare for younger children when volunteering at school.

## Sign/Check-in and recording volunteer hours

Volunteers must check in and out when they volunteer in a school or chaperone a field trip so the office staff knows where they are in the building in case of an emergency. Check in at the main school office.

## Smoking policy

Newberg School District is a tobacco free school district. Tobacco is not permitted anywhere on school grounds or within 1000 feet of any school property.

## Student discipline

Adult volunteers should report discipline problems to a staff member. Volunteers should not discipline a child.

## Supervision

Volunteers work under the supervision the classroom teacher or school administrator.

## Supply and workroom

- Please return materials or equipment where you found it. Inform the secretary if supplies are getting low.
- If a staff member needs the equipment you are using, offer to help so he/she can get back to class.
- Young children should not be in the workroom.

## Use of the school phone

Please do not use school phones for personal calls. Volunteers may use school phones for emergencies or when directed by the Principal.

## Volunteer dress

Dress appropriately for the activity.

## Volunteer policy and procedures

Board Policy IICC outlines the district's policy regarding volunteers. The IICC-AR lists rules and guidelines for volunteers. You can find copies of the policy online at:  
[www.newberg.k12.or.us/district/volunteer](http://www.newberg.k12.or.us/district/volunteer).

## Volunteer training and use of school equipment

All volunteers should be trained in the use of schoolequipment before they are assigned to use it. School equipment is expensive and even the simplest machines can break if not used correctly.

Volunteers should not use the equipment if they have not trained to use it. If you are asked to use equipment that you have not been trained to use, please tell your supervisor.

## Volunteer workroom, coffee/eating area, rest rooms

- Check with the Principal for the appropriate area for volunteers. Staff rooms may/may not be open to volunteers.
- If volunteers share staff rooms, be sensitive to teachers needs, especially before & after school and during lunch.
- Volunteers are welcome to use staff rest rooms