



Volunteer Program
Information
& Application

www.blackbutteschool.com/volunteer

Dear School Volunteer,

We thank you for offering to volunteer in the Black Butte School District! Your efforts provide an invaluable service to the education of our children. As a public school district, a critical part of our mission is to ensure a safe and healthy learning environment for every student. Volunteering in a school is a unique and exciting experience. It is a privilege for both the school and the volunteer. Volunteering promotes and maintains a supportive relationship with the students and staff.

In this packet you will find:

- Information about Black Butte School's Volunteer Program
- Requirements to be a school volunteer
- Tips on how to succeed as a school volunteer
- School volunteer application
- Volunteer Acknowledgement and Release of Liability form
- Criminal history acknowledgement form
- Information on reporting sexual conduct with students

Please complete pages 6-8 and return original copies to the Business Manager. Once your application and criminal history check has been reviewed, you will be contacted by a staff member, who will give you instructions on how to complete a short online training module before you can begin volunteering.

To protect the safety and welfare of all students and to comply with policy and the recommendations of the Oregon Department of Education, the District conducts criminal history checks on all school employees and volunteers who have direct contact with students. In order to be fair and consistent, the same guidelines that apply to staff need to apply to our school volunteers, who we consider an essential part of our education community. Proof of Covid-19 vaccination or medical/religious exemption is also required for ALL volunteers who work directly with students.

Thank you for being an important part of the Black Butte School District. We appreciate your willingness to assist the school and our students.

The Staff at Black Butte School

Volunteer Program Goals

- Strengthen the relationship between school, families, and community members through meaningful service opportunities.
- Support school personnel in addressing an identified need, easily met with skilled volunteers.
- Utilize the knowledge and skills of volunteers to promote student achievement.
- Maintain the building and grounds using community skills.

Why Volunteer?

- Play a role in improving a community asset, our school
 - Put your skills towards a positive change
- Make a difference in the lives of our students
 - Provide individual attention
 - Support a student's learning
- Learn new skills
- Work together with others to build relationships with students, staff, and other community members.
- It makes you feel better!
 - Studies have found a correlation between volunteering and positive physical and mental health. 😊

Types of Volunteer Activities

- Involvement with the Parent Teacher Organization, Site Council, School Board, Facilities Committee, or Budget Committee
- Facilities and grounds improvement and maintenance projects
- Academic Tutor
- Clerical/Office/Library support
- Classroom Assistant
- Field-trip Chaperone
- Student mentor

Volunteer Responsibilities

To be a volunteer it is important to:

1. Be prompt and dependable in attendance.
2. Be flexible. Change is the only constant in a school setting. 😊
3. Practice professional ethics and confidentiality. **Confidentiality** means to avoid discussing personal issues or student information with anyone other than school staff.
4. Know and observe all regulations of the school.
5. Remember that you are acting as a role model for the children.

6. Support and supplement the work of the staff. The volunteer's role is assistance, not replacement.
7. Communicate regularly with staff.
8. Honest in your approach and attitude, building trust and respect with students, staff, and other community members.
9. Patient in your work with others. Give the program time to get established and for you to find your niche.
10. Consistent in treating others with respect and courtesy and expect the same in return.
11. Supportive of school staff as they do their jobs. Remember that the volunteer is here to help and support the work of our school, not evaluate and criticize the staff.

If working directly with students,

12. Accept each student in terms of their background, values, personality, and abilities.
13. Be willing to help, ask for directions, follow instructions, complete training, participate in meetings, and try a variety of approaches and techniques with the students.
14. Let them know that making mistakes is an important part of learning ([growth mindset](#)).
15. Praise them honestly, as this will build the student's self-confidence. Remember, attentiveness and effort can be as important as performance. Be encouraging. Accentuate the positive and minimize the negative.
16. Notify staff of any student concerns in a timely manner.

Tips for Volunteers

- **Strive to learn that names of those you work with. A person's name is very important.** Make sure you say and learn to spell their name correctly.
- **Your name is important.** Make sure a student knows what to call you and can pronounce your name correctly.
- **Listen carefully** to what the students and others have to say. By your words and actions, you can let them know that you care.
- **Be reliable.** If you must be absent, call the school in a timely manner.
- **We believe in the "[growth mindset](#)". We all make mistakes.** Do not be afraid of making mistakes yourself.
- **We can't THANK YOU enough** for wishing and willing to be a part of the Black Butte School education program!!

Requirements to Volunteer

- For education or administrative volunteer positions contact Delaney Sharp (dsharp@blackbutte.k12.or.us)
- For Facilities/landscaping volunteer positions contact Morgan Griffin (mgriffin@blackbutte.k12.or.us)
- Read this packet
- Complete pages 6-8 and return to Business Manager, Simon Levear (slevear@blackbutte.k12.or.us) Note: Page 6 also available online linked at www.blackbutte.k12.or.us/volunteer
- Complete online volunteer training module assigned from Safe Schools (you will receive a link to the training from BBS staff)
- Submit proof of Covid-19 vaccination or medical/religious exemption document
- Receive confirmation of background check completion (A criminal conviction doesn't necessarily bar someone from volunteering. A barrier crime is disqualifying.)

Black Butte School Volunteer Application

Please print, sign and return this page to the Business Manager, Simon Levear.
The form on this page is also available online at www.blackbutte.12k.or.us/volunteer

Date

Last Name	First Name	Middle Initial
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Mailing Address	City	State	Zip
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Email Address

Day Phone	Evening Phone	Cell Phone
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Birth Date*	Sex*	(*required for background check)
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Relationship (if any) to current BBS student

Days & Times you would like to volunteer

Skills & Interests

Previous Volunteer Experience

Check the box(es) of the volunteer activity(ies) you are interested in:

- | | |
|---|--|
| <input type="checkbox"/> Classroom Assistant - math | <input type="checkbox"/> Student mentoring |
| <input type="checkbox"/> Classroom Assistant - language arts | <input type="checkbox"/> Parent Teacher Organization (PTO) |
| <input type="checkbox"/> Classroom Assistant - P.E. | <input type="checkbox"/> Site Council |
| <input type="checkbox"/> Classroom Assistant - arts (music, visual, performing) | <input type="checkbox"/> School Board |
| <input type="checkbox"/> Classroom Assistant - science | <input type="checkbox"/> Budget Committee |
| <input type="checkbox"/> Field-trip Chaperone | <input type="checkbox"/> Clerical/Office |
| <input type="checkbox"/> Academic Tutoring | <input type="checkbox"/> Library/Media |
| | <input type="checkbox"/> Facilities/Landscaping projects |

Please print, sign and return this page to the Business Manager, Simon Levear.

Volunteer Acknowledgement Release of Liability

In consideration for being permitted to volunteer time and efforts for The Black Butte School District (the District), the undersigned volunteer agrees to indemnify and hold harmless the District, its employees and agents from and against all liability, claims and demands, on account of injury, sickness, disease, property loss or damage or any other loss of any kind whatsoever, which arises out of, or are in any manner connect with the scope of volunteer activities if such injury, loss or damage is caused, in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, negligence, or other fault on the part of the volunteer.

The undersigned volunteer acknowledges that their time and effort with the District may involve risks of injury, loss of damage to the volunteer, including by not limited to bodily injury, personal injury, sickness, disease, death and property loss or damage. By signing this agreement, the volunteer expressly agrees to assume any and all such risks.

The undersigned volunteer is only covered under the District's general liability insurance policy to the extent that the volunteer is acting within the scope and performance of authorized responsibilities and activities. The undersigned understands that no other types of coverage (medical, workers compensation, physical damage, etc.) are provided.

By signing this acknowledgement, the undersigned acknowledges having read and voluntarily executes this Release of Liability form.

Printed Name

Signature

Dated

Please print, sign and return this page to the Business Manager, Simon Levear.

Criminal History Verification

I, _____, understand that criminal history record checks are required by law and by Board policy. Employment/Volunteering shall be offered prior to completion of the records check. Upon notification that an individual has been convicted or has made a false statement as to conviction of any crimes prohibiting volunteering with the district, the Black Butte School District shall terminate that volunteer immediately.

I understand that an individual so terminated may appeal action taken by the district as a result of such checks in accordance with procedures established by law or by Board policy. The district, upon such termination, will provide applicable appeal rights. Any fees associated with criminal history records checks, not to exceed actual costs, shall be the responsibility of the individual.

Should I refuse to consent to criminal history records checks, I shall be terminated from volunteering immediately.

I understand that individuals who have successfully completed an Oregon and FBI criminal history records check by a previous employer and have not since resided outside Oregon may be exempt from this requirement.

It is the responsibility of the individual to inform the district of the existence of such records.

Signature of Applicant/Volunteer

Dated:

Training available at: parent.or.safeschools.com

IT'S MANDATORY

REPORTING SEXUAL CONDUCT AND CHILD ABUSE

District employees are required to report sexual conduct by an employee, contractor, agent or volunteer toward any student when they have reasonable cause to believe that it has occurred. Sexual conduct is defined as "verbal or physical conduct or verbal, written or electronic communications by a school employee, contractor, an agent or a volunteer that involve a student and that are:

- Sexual advances or requests for sexual favors directed toward the student; or
- Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating, hostile or offensive educational environment."

Sexual conduct may include a wide list of physical and non-physical behaviors and actions:

- Performing back rubs on students
- Touching students frequently
- Exchanging romantic gifts or communications
- Discussing/writing about sexual topics unrelated to curriculum
- Kissing students
- Commenting on students' bodies or appearance in a sexual manner
- Videotaping or photographing a student in revealing poses
- Sharing one's own sexual experiences

When the designated licensed administrator (or alternate) receives a report of sexual conduct and has reasonable cause to believe that it has occurred, the designated licensed administrator will report the suspected conduct to the Teacher Standards and Practices Commission (TSPC) if the alleged perpetrator is a licensed individual, and to the Oregon Department of Education (ODE) if the suspected perpetrator is not licensed (effective July 1, 2020). TSPC or ODE will conduct an investigation and report back to the district. The district may also conduct an investigation into the alleged sexual conduct. If there is reasonable cause to believe that an employee has committed child abuse, that employee will be placed on paid administrative leave pending the investigation. An employee may be subject to discipline, up to and including termination, based on the results of the investigation. A contractor, agent or volunteer may be removed from their position based on information of sexual conduct.

DESIGNATED LICENSED ADMINISTRATOR

Name **Kirstin Anglea**
Position **District Administrator**
Phone **541-595-6203 opt. 3**
Email **kanglea@blackbutte.k12.or.us**
Location **Black Butte School**

District employees are required to report suspected instances of child abuse when the employee has reasonable cause to believe that a child with whom the employee has come in contact has suffered child abuse or that a person with whom the employee has come in contact has committed child abuse. This report must be made to law enforcement or the Department of Human Services (DHS) and to the designated licensed administrator identified below. The duty to report to DHS or law enforcement is in addition to the requirement to report to the designated licensed administrator. Child abuse may include, but is not limited to:

- Assault
- Mental injury that impairs child's function
- Rape
- Sexual abuse
- Sexual exploitation
- Negligent treatment or maltreatment
- Threatened harm
- Buying or selling a minor
- Permitting presence where methamphetamines are manufactured
- Unlawful exposure to controlled substances

If the designated licensed administrator (or alternate) receives a report of child abuse and has reasonable cause to believe that it has occurred, the designated licensed administrator will ensure that the report has been made to DHS and/or law enforcement for investigation. If there is reasonable cause to believe that an employee has committed child abuse, that employee will be placed on paid administrative leave pending the investigation. The district may conduct an investigation into the suspected abuse. The designated licensed administrator will also report to TSPC if required by OAR 584-020-0041. An employee may be subject to discipline, up to and including termination, based on the results of the investigation. A contractor, agent or volunteer may be removed from their position based on information of child abuse.

LOCAL LAW ENFORCEMENT

Phone **Jefferson County Sheriff**
541-475-6520

DHS

Phone **541-475-2292**

ALTERNATE DESIGNATED LICENSED ADMINISTRATOR

Name
Position
Phone
Email
Location

PACE
SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS

PACE RISK MANAGEMENT
1-800-285-5461 • riskmanagement@sdao.com
PACE LEGAL SERVICES
503-485-4800 • pacellegal@osba.org

PACE.OSBA.ORG