

Siuslaw School District 97J

Volunteer Handbook

Mission

*“Motivating and preparing all students
to reach their greatest potential.”*



Siuslaw School District 97J

2111 Oak Street ~ Florence, Oregon 97439

District Office	541-997-2651
Elementary School	541-997-2514
Middle School	541-997-8241
High School	541-997-3448

Welcome to Siuslaw School District!

The District encourages and appreciates the involvement of community members and parents who volunteer in our schools. The safety and welfare of students is Siuslaw School District's primary concern, therefore criminal history checks will be conducted on all employees and volunteers.



All Volunteers will complete a Volunteer Application and Criminal History Check form. This includes everyone involved in, but not limited to, coaching and team activities, school committees, before and after school programs, athletic camps, mentors,

chaperones, classroom and office helpers, and other programs.



District Policy

Volunteers are an integral part of our educational team.

State law and district policy provide specific restrictions as to what volunteers may or may not do.

Siuslaw School District 97J

Policy IICC

Volunteer Policy

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Volunteers may be subject to fingerprinting and/or criminal history checks as required by federal or state law or district policy. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.



Volunteers Maintaining Appropriate Boundaries

Siuslaw School District Volunteers are here for the primary purpose of supporting academic activities and/or school activities and must maintain appropriate boundaries with students at all times.

Each situation and each child is unique so please contact the school administrator, counselor or classroom teacher if you have questions or concerns.

**Appropriate interactions create a
SAFE ENVIRONMENT for
STUDENTS to LEARN, grow, seek help in
PROBLEM SOLVING and conflicts, and
DEVELOP social skills.**





It is important that everyone take an active role in helping to ensure a safe and healthy environment for students. **BE OBSERVANT.** If you observe questionable behavior between an adult and child **IMMEDIATELY NOTIFY** the school administrator, counselor or classroom teacher.

Inappropriate interactions cross the boundaries separating student from adult needs and create relationships that become peer-to-peer rather than adult-to-child.

- Focus conversations on academics, school events and school activities; refer personal issues to the school administrator, counselor, or classroom teacher;
 - refrain from making comments that could have sexual overtones.
 - Stay in a group or public part of the school; avoid being alone with a student.
 - Treat all students fairly and equally; avoid favoritism such as special privileges or gifts.
 - Limit interactions to the school environment; don't meet with students outside of school or communicate with students electronically (text messaging, social networking sites, e-mail, etc).
 - Maintain personal space and reasonable eye contact.
 - Be cautious about physical contact with students, contact including but not limited to; lap sitting, tickling, frontal hugs and shoulder massages are not appropriate.
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Guidelines of the Volunteer Program

BACKGROUND CHECKS

All volunteers will be subject to a background check. Background checks are required every 2 years. Forms are available in each school office and on the school district website.

CONFIDENTIALITY

Volunteers will maintain the confidentiality of all information and activities related to students and other personnel in the school.

POLICIES

Volunteers will abide by district policies pertaining to appropriate staff behavior at school, including:

- No tobacco use
- No profanity
- No drug and alcohol use
- No promoting of religious doctrine

APPROPRIATE DRESS

Remember to always dress according to the job being performed. If you have questions as to what is deemed appropriate attire, please contact the school secretary before arriving at the building.

SIGN IN

Volunteers are covered by the school district's general liability insurance. Please be sure your volunteer hours are accurately recorded in the school sign-in system.

CELL PHONES

Volunteers may ask the building secretary, principal or other staff member for cell phone use guidelines.



STUDENT BEHAVIOR AND DISCIPLINE

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



- Siuslaw Schools are **Positive Behavior Interventions and Support (PBIS)** schools. PBIS schools value the positive 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.

ORIENTATION

Orientation and training programs will be offered to volunteers.

DEPENDABILITY

Dependability is important to the success of the volunteer program, volunteers are asked to [call the school as early as possible](#) if unable to fulfill their volunteer obligations. Contact the teacher or the school office at:

SES 541-997-2514 SMS 541-997-8241
SHS 541-997-3448

Guidelines continued:

NAME BADGES

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

STAFF, STUDENT AND VOLUNTEER CONCERNS

- School staff are always responsible for the students assigned to them and are informed on individual students plans/needs. Any student concerns should be brought to the supervising teacher.
- Teachers are responsible for curriculum design.
- Volunteers may ask for reassignment. Contact the Volunteer Coordinator (541-997-2651) at the district office for reassignment requests.
- Volunteer service may be terminated at any time at the decision of the building principal.
- Student concerns should be brought to the attention of the supervising teacher.
- Volunteers who have unresolved conflicts should bring their questions to the attention of the building principal.

PHOTOGRAPHS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) Provides public school parents/guardians the right to Prevent photographs from being taken of their children at school.

School staff and volunteers are obligated to abide by the Federal law. **Before taking photographs of students, you must check with the student's teacher or school office to see if a student's parents have denied permission to photograph.**

Even if a parent has not denied permission,volunteers and staff should gain parent permission before taking photos, and volunteers should not post photos of students other than their own on the internet or in printed material.

Emergency Procedures:



General Procedures for Emergencies:

Staff are trained to deal with a variety of emergency situations. If you are unsure of what to do in a given drill or emergency, always stay calm and follow the lead of school staff. Help student to stay calm and listen for directions.

◀ The photo at left shows the ***Emergency Procedure Manual*** which is hanging near the doorway in each classroom. Teachers and staff

will utilize this in emergency situations as necessary. Please feel free to refer to this important manual which contains phone numbers and other instructions.

Volunteers are not expected to perform any type of first aid unless appropriately trained and should refer all injuries or illnesses to staff immediately.

LOCKDOWNS, FIRE, EARTHQUAKE, AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students are conducted at least 30 minutes of each school month. At least one fire drill will be conducted each month. At least two drills on earthquakes for students will be conducted each year. The schools have been determined to be above the tsunami zone.

Continued...

EARTHQUAKE PROCEDURES: If you are in the school building when an earthquake occurs, take the following precautions:

Protect yourself from falling objects by getting under a desk or table, preferably away from windows and bookshelves. If you are in the hallway, crouch down close to a wall and cover your head with your arms.

Once the shaking stops, evacuate the building using the same route as during a fire drill. Once outside, move well away from the building, trees, or overhead wires and stay with your class.

FIRE DRILL: When the alarm sounds, please leave the building promptly; once outside, move well away from the building and stay with your class. Remain outside until the all-clear signal sounds. Remember, fire drills may occur at any time.

Tampering with an alarm box or setting off a false alarm is a violation of Oregon law and students will be dealt with to the full extent of the law.

LOCKDOWN: Students will remain in their classroom or immediately enter at the direction of a staff the nearest room and follow the scripted and specific guidance of that staff member regarding an emergency of this nature.

STUDENT SAFETY RESPONSIBILITIES:

Students are responsible for helping to maintain a safe school environment. If you become aware of unsafe behavior or situations at school, it is your responsibility to tell a staff member. We are aware that students often don't want to "tell" on their friends. However, that idea does not apply when a serious safety situation exists. For example, if you have information about weapons at school, conflict among students, self-destructive talk or behavior, drug dealing or students whose judgment is impaired by drugs or alcohol, your responsibility is to tell a staff member. The information you give is confidential.

General Procedures

VOLUNTEER HANDBOOK, APPLICATION & ORIENTATION

- 1) Read the District's Volunteer Handbook. Available on the school district website or at each school office.
- 2) Fill out the on-line application and background check. This may be found on the school district website.

Background checks must be completed every two years.

- 3) Let your child's teacher know you are an approved volunteer (you will receive an email) or contact Vonnie McClellan at the school district office, if you do not have a specific school contact. Vonnie McClellan 541-997-2651 or by email at:
vmcclellan@siuslaw.k12.or.us
- 4) Please let us know if you have any questions or have not been contacted to volunteer. We hope you will find volunteering at Siuslaw a rewarding experience!





Procedures

SIGNING IN AND OUT

Sign in and out on the computer designated for volunteers in each school office, and wear your volunteer badge at all times. Signing in when you arrive accomplishes the following:

- Notifies the school that you are in the building
- Allows us to locate you in an emergency
- Helps us track how many hours volunteers contribute to our schools district wide.
- Maintains records that aid in obtaining grants and recognizing our volunteers.
- Verifies eligibility for the district's liability coverage, should an accident occur. You must sign in and record your hours each time you are in the building. Report all incidents to the building principal or secretary as soon as they occur.

School and Contact Information

Siuslaw Elementary School **541-997-2514**
2221 Oak Street

Principal ~ Mike Harklerode (Mr. H)
Assistant Principal ~ Andy Marohl
Secretaries ~ Diane McCalmont & Crystal Osburn
Special Programs Secretaries ~
Ella Glowacki, Kama Wells

Siuslaw Middle School **541-997-8241**
2525 Oak Street

Principal ~ Andy Marohl
Assistant Principal ~ Leonard Ulrich
Secretaries ~ Sheri Reavis and Jessica Rowbotham

Siuslaw High School **541-997-3448**
2975 Oak Street

Principal ~ Kerri Tatum
Assistant Principal ~ Corky Franklin
Secretaries ~ Trisha Holden, Hadley Wells, and
Natalie Blankenship





School Hours

Siuslaw Elementary School

Monday-Thursday 8:35-2:50 Friday 8:35-1:35

Siuslaw Middle School

Monday-Thursday 8:30-3:10 Friday 8:30-1:52

Siuslaw High School

Monday-Thursday 8:28-3:10 Friday 8:28-2:00

*Refer to the school calendar or website
calendars for more detailed information.*

School Website

www.siuslaw.k12.or.us

Find the following information and more:

District Home Page ~ Individual School Calendars,
Weather Closure Information

Our Schools ~ Daily Announcements, Student/Parent
Handbooks, [Bell Schedules](#), Staff
Contact Information

Our Community ~ Volunteer and Community
Partner Information

Our District ~ Staff, Parent, and Student Resource,
School Board and Policies





2016-2017
School Calendar

September 5-6	No School/Labor Day
September 7	First Day of School for Grades 1-6 & 9-12
September 8	First Day of School for Grades 7 & 8
September 7-9	Individually Scheduled Entry Conferences for Kindergarten
September 12	First Day of School for Kindergarten
October 14	No School-Statewide In-Service
November 4	No School-Teacher In-Service
November 7	<i>Beginning of 2nd Quarter (School In-Session)</i>
November 11	No School-Veterans' Day
November 22	Parent/Teacher Conferences Grades K-12 Early Release* Grades K-12 (*12:30 pm) *Conference times scheduled by Bldg. Administrator
November 23	No School
November 24 & 25	No School-Thanksgiving
December 22-30	No School-Winter Break
January 2	No School-New Years' Day Holiday
January 3	No School - Winter Break
January 4	Back to School
January 16	No School-Martin Luther King Day
January 27	No School-Teacher In-Service
January 30	<i>Beginning of 3rd Quarter (School In-Session)</i>
February 20	No-School-Presidents' Day
March 27-31	No School-Spring Break
April 4	Kindergarten Round-up Begins
April 7	No School-Teacher In-Service
April 10	<i>Beginning of 4th Quarter (School In-Session)</i>
April 13	Parent Teacher Conferences Early Release* Grades K-8 (*12:30 pm)
April 14	Parent Teacher Conferences No School K-8
May 29	No School-Memorial Day
June 9	Graduation
June 15*	Last Day of School

*June 14 will be the last day of school if no weather make-up days are needed.
This will be announced by May 1, 2017.





DEPENDABILITY

Dependability is so important to the success of the volunteer program, volunteers are asked to [call the school as early as possible](#) if unable to fulfill their volunteer obligations.

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SHS 541-997-3448

Thank you!

