

Volunteer Guidelines

Tips for a positive volunteer experience.

Volunteers make the impossible possible. By helping with special events and routine tasks, volunteers help students learn and grow. More can be accomplished with the help of volunteers.

Mission Statement

We are a high quality teaching and learning organization dedicated to preparing all students to graduate with a sound educational foundation, ready to succeed in post-secondary education, and to be contributing community members.

Vision Statement

Successful Students Today-Successful Citizens Tomorrow



How to be a good volunteer

- **Be a good ambassador.** As a volunteer, you will represent the school and the District not just “on the job,” but everywhere in the community. Help spread the word about the good things that your school is doing. Answer questions when you can, or urge people to call the District for more information. Above all, please do not speak badly about the District. If you have concerns about anything happening, please speak to the principal.
- **Be courteous and respectful.** You make the school a happier place by doing so, and this helps the school be a good member of its community. The appreciation you receive makes your volunteer time more fun, too.
- **Set a good example for students and visitors by following school and district rules. This includes dress, language and conduct.** We expect our students to dress modestly and use respectful language, and we expect the same from our volunteers. Please, no revealing clothing. Also, no alcohol, tobacco or drug references are allowed on clothing. By wearing businesslike clothes and using respectful language, you can help set a good example for students that school is an important place that deserves our respect.
- **Be punctual and reliable.** Volunteers are most helpful when they can be counted on. If you cannot make it for your volunteer shift or will be late, please call the school office as far in advance as possible. Be fair and realistic with yourself about the times you can volunteer.
- **Keep confidential information confidential.** As a volunteer, you may learn confidential information about Medford School District students. This includes grades, behaviors and disciplinary actions, Individual Education Plan (IEP) information, and more. It is critical that you keep that information confidential and not divulge it, even to friends or family. Students are trusting you to maintain their rights and privacy.

Learn the basics

Your volunteer opportunity will be more meaningful if you learn the following:

- The layout of your school or other volunteer site, including the location of restrooms, supply and workroom areas, staff lounge areas, storage for personal belongings, and entrances and exits

- Where to sign in and out, and how to get a name tag
- How and where to use the school phone
- How to operate any necessary equipment, like a copy machine, fax or computer
- What to do in an emergency (see following sections)
- Who to call if you cannot make it in
- Where to park
- Your school's calendar and schedule
- School policies and procedures

Background checks

For the safety of our students, all Medford School District volunteers are required to pass a criminal background check before they are placed near students.

Name badges

All Medford School District volunteers must wear a name tag so staff and students will recognize you as a safe volunteer.

Sign-in

All Medford School District volunteers are required to sign in at the start of a volunteer shift. This lets the office staff know you are in the building and where they can find you if they need you. This also makes sure you are covered by the District's liability insurance in case of an accident. Medford School District also collects volunteer statistics and uses them in applying for grants that help schools.

Healthy volunteers

Schools need to provide a healthy and safe environment for students, staff and visitors. Please do not come to school if you are ill. Remember to call the school if you won't be in.

Emergencies

Each building has a copy of the Medford School District Emergency Procedure Manual. The manual includes procedures for many emergency situations, including evacuations, lock downs, injuries, fires, electrical outages and child abuse reporting. You should speak with your principal about how you can help in the event of an emergency. Schools hold regular drills for various emergency procedures; find out your role during these drills.

Evacuation

Each district building has an evacuation map posted. Please study it and become familiar with the required evacuation routes. Success during emergencies relies on everyone following the same plan. Also note the location of exits and fire alarms.

Medford School District Board Policies

As a volunteer you are responsible to read and understand the following board policies. Board policies and legal references can be found at www.medford.k12.or.us If you have any questions please contact your principal.



- **Student Transportation in Private Vehicles – Board Policy E.EAE**
Transportation of students will be by the District's transportation system or by a district employee's vehicle, properly insured, except as provided below.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity.
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle.
3. The parent, employee, or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon.
4. Parents or other adults driving a vehicle are approved VIMS (Volunteers in Medford Schools), including a completed and cleared criminal history check.
5. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person who weighs over 40 pounds and who is under four feet nine inches and under eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or harness properly fits the person [1]. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

The District will develop procedures to implement this policy.

- **Sexual Harassment-Board Policy G.BN**

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in district business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.

3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent, who have overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the District against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the District to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Additionally, the District may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teachers Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students,

parents of students, and staff in student/parent and staff handbooks. The District's policy shall be posted in all schools.

The superintendent will establish a process of reporting incidents of sexual harassment.

Adopted: 3/14/89

Revised: 3/16/93, 5/2/00, 02/15/05

- **Hazing/Harassment/Intimidation/Bullying/Menacing-Board Policy G.BNA**

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying, including cyberbullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

2. "District" includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in district business.

3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored/work activity or grade level attainment, i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.

4. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's/staff's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, having the effect of:

- a. Physically harming a student/staff or damaging a student's/staff's property;
- b. Knowingly placing a student/staff in reasonable fear of physical harm to the student/staff or damage to the student's/staff's property;
- c. Creating a hostile educational/work environment including interfering with the psychological well being of the student/staff.

"Harassment" also includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, source of income, familial status, physical characteristic, cultural background, socioeconomic status or geographic location.

"Intimidation" also includes, but is not limited to, any threat or act intended to tamper,

substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district property to harass or stalk another.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy shall immediately report his/her concerns to the principal or superintendent who has overall responsibility for all investigations. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy shall immediately report his/her concerns to the principal or superintendent who have overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to school staff who will be responsible for notifying the appropriate district official or designee.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Retaliation means hazing, harassment, intimidation, menacing, bullying or cyberbullying toward a person in response to a student/staff for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing bullying, cyberbullying or retaliation. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The Superintendent is directed to develop administrative regulations to implement this policy.

Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff, and third parties.

Adopted: 02/05

Revised: 06/03/2008, 02/15/2011

- **Alcohol/Controlled Substance Use-Board Policy G.BCBA**

The following conduct is strictly prohibited and will subject an employee to immediate discipline, up to and including termination:

1. The buying, selling, transportation, possession, providing or use of intoxicants or any controlled substances as defined by law (but excluding any substance lawfully prescribed for the employee's use) while on district property, during work hours, including meal periods, and while assigned to extra duty or special projects, including those held after or in addition to regular school hours and while driving between worksites during the workday in either a district-supplied vehicle or a vehicle supplied by the employee;
2. Reporting for work, attending any district-sponsored activity, or being present on district property for any reason while under the influence of intoxicants or any controlled substance (but excluding any substance lawfully prescribed for the employee's use.) An individual is considered to be "under the influence of a controlled substance" when, in the District's determination, the controlled substance impairs the individual's ability to safely and/or efficiently perform assigned work, prevent the employee from presenting a positive role model to students, or cause discredit to the District.

The administration is directed to develop appropriate regulations and procedures.

Adopted: 12/6/88

Reviewed: 6/12/90, 3/16/93, 2/15/94, 12/6/94, 2/20/96, 9/3/96, 11/19/96, 5/20/97, 2/15/05

Revised: 12/05/06

- **Drug Free Workplace-Board Policy G.BEC**

No employee engaged in work in connection with a direct federal grant or contract of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. § 1308.11-1308.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

No district employee shall knowingly sell, market, or distribute steroid or performance enhancing substances to kindergarten through grade 12 students or knowingly endorse or suggest the use of such drugs.

¹ Each employee who is engaged in work related to a direct federal grant or contract of \$100,000 or more, shall notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such

conviction.

¹ Each employee who is engaged in work related to a direct federal grant or contract of \$100,000 or more, shall abide by the terms of this district policy establishing a drug-free workplace.

¹ An employee who violates the terms of this policy shall be subject to discipline up to and including dismissal. The District may require that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, employment may be suspended, his/her contract nonrenewed or nonextended, or he/she may be dismissed, at the discretion of the Board.

¹ Districts directly receiving grants or contracts of \$100,000 or more from the federal government are required to meet this obligation.

Adopted: 02/15/2005

Revised: 03/04/2008

• **Weapons in Schools-Board Policy G.BJ**

Employees, district contractors and/or their employees and district volunteers shall not possess a dangerous or deadly weapon or firearm on district property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. "Dangerous weapon" - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. "Deadly weapon" - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" - any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

Weapons under the control of law enforcement personnel are permitted.

The superintendent will ensure notice of this policy is provided.

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the District and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

Adopted: 02/15/05

• **Tobacco Free-Board Policy G.BK**

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. In light of scientific evidence that use of tobacco is hazardous to health and to be consistent with district curriculum and Oregon law, it is the intent of the Board to establish a tobacco-free environment. Consequently, student possession, use, distribution or sale of tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises or otherwise while the student is under the jurisdiction of the school, is prohibited. Tobacco use, distribution, or sale by staff on district property, at district sponsored events, in district-owned,

rented or leased vehicles or otherwise while on duty is prohibited. Tobacco use distribution or sale by others on district property, or at district sponsored events is also prohibited. Staff or others authorized to use private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care.

For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form.

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco products are prohibited on district grounds, at school-sponsored activities or in district vehicles. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

Student violations of this policy will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). School and/or community service may be required. A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

Staff violations of this policy will lead to disciplinary action up to and including dismissal. Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or Board.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the possession of tobacco by minors on or off district grounds.

The superintendent will develop administrative regulations as needed to implement this policy.
Legal Refs:

Adopted: 1/12/92

Revised: 12/4/01, 11/15/05 to be implemented 1/1/

- **Computer Use**

The District’s electronic communication network systems have been made available for employee use for district purposes, not for personal use. Any message put into the system is not a private communication. State ethics policies forbid public employees from using access or equipment for personal gain. The network should not be used for any commercial or illegal activity. The District reserves the right to monitor and access communications via the District’s electronic communications network systems, for the protection of such systems, to monitor compliance with District policies, and to ensure that the District’s confidential information does not enter the public domain.

Employees should be aware that communications via the internet are subject to interception by outsiders and cautions that all communications via its electronic communications network systems (as well as any other document or file created or stored via the District’s computer systems) may be subject to discovery in connection with legal proceedings involving the District or its employees.

The District prohibits use of its electronic communications network systems for the purpose of violation of any other person’s or entity’s copyright.

Staff members are expected to model effective internet use and give examples of appropriate sites before assigning activities involving the internet. Staff members allowing students access to computers are responsible to actively monitor the student's computer, network, and internet use.

The District requires that all employees observe common standards of etiquette in connection with all communications via the District's electronic communications network systems, and specifically prohibits the use of such systems to make harassing communication of any kind (for example, in the context of gender, race or religious discrimination).

Staffs are expected to comply with the Medford School District Network (MSDNet) and Internet Access Consent and Waiver Agreement. You may find school board policy I.IBGA and I.IBGA-AR at www.medford.k12.or.us

- **Personal Communication Devices and Social Media-Board policy G.CAB**

Staff possession or use of personal communication devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional district work rules as may be established by the superintendent. At no time will a personal communication device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A "personal communication device" is a device, not issued by the District that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie-talkies, either long or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, radios and TV.

Just as with all forms of communication, staff member communications with students via electronic media shall maintain proper professional student-teacher relationships by not demonstrating or expressing professionally improper interest in a student's personal life, by not exchanging romantic or overly personal notes with a student and by honoring proper adult boundaries with students at all times.

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities. Staff members will utilize social network sites (e.g., Facebook, MySpace and Twitter) judiciously by not posting confidential information including unauthorized photos about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices including texting will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail rather than personal e-mail accounts. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff members are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

The superintendent shall ensure that this policy is available and communicated to all employees.

- **Child abuse prevention and reporting-Board Policy JHFE**

- I. Mandatory Requirement to Report

- A. All district employees are mandated by law to report suspected child abuse. Any district employee who has reasonable cause to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Oregon Department of Human Services (DHS) or the local law enforcement agency. The district employee shall also immediately inform his/her supervisor or building principal, and file a report with the Director of Human Resources.
 - B. Any district employee participating in good faith in the making of a report, pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected child abuse may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected child abuse by a district employee in good faith, the student will not be disciplined by the Board or any district employee. Intentionally making a false report of child abuse is a Class A violation.
 - C. The District will designate the Human Resources Director to receive reports of child abuse from district employees and specify the procedures to be followed upon receipt of a child abuse report. The District will post in each school building the name and contact information of the human resources director, as well as the procedures the Human Resources Director will follow upon receipt of a report. When the Human Resources Director takes action on the report, the person who initiated the report will be notified.

- II. Reporting of Suspected Abuse by District Employees

- A. Child abuse by district employees will not be tolerated. All district employees are subject to policy J.HFE Reporting of Suspected Child Abuse and the accompanying administrative regulation, J.HFE-AR. If a district employee is a suspected abuser, reporting requirements remain the same.
 - B. Upon request of law enforcement, Department of Human Services or Teachers Standards and Practices Commission, the District shall provide records of investigations of suspected child abuse by a district employee or former district employee.

- III. Child Abuse Prevention

- A. The District shall establish written procedures to provide annual training as follows.
 - 1. Each school year, district staff shall receive training in the prevention and identification of child abuse and on the obligations of district employees under ORS 419B.005, as directed by Board policy, to report suspected child abuse.

2. Separate from district staff training; training on the prevention and identification of child abuse, and the obligation of district employees to report suspected child abuse shall be made available to parents and legal guardians of students attending district schools.
3. Annual training designed to prevent child abuse will also be made available to students attending district schools.

IV. Administrative Regulation Authorization

The superintendent shall implement such regulations as are necessary to accomplish the intent of this policy and to comply with state law.

- **Community Instructional Resources – Board Policy KF
VIMS – Volunteers in Medford Schools**

Citizens who voluntarily contribute their time and talents to the improvements and enrichment of the school program are valuable assets. The Board of Education encourages individuals or groups to become involved in the school program by volunteering to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. Volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to one purpose—helping children and staff. Volunteers may be involved working with students on a one-to-one or performing tasks not involving children. School personnel will identify appropriate tasks for volunteers, and will plan inservice activities for them so they may become skilled in performing those tasks. Volunteers will not teach, but may reinforce skills taught by the professional staff.

The Board of Education shall approve volunteers.

Adopted: 8/18/81

Reviewed: 4/7/92

Intruders and strangers

All visitors to Medford School District schools are expected to go straight to the office to check in. Buildings should have signs on all outside doors with maps directing people to the office. All visitors to schools, including volunteers, should wear badges that identify them. If you see someone in the school who is not a staff member and who does not have a volunteer or visitor badge, please do the following:

1. Approach the person from a safe distance (what feels safe is up to you) and politely ask the person if you can help them.
2. If they are looking for a particular room or person, offer to take them to the main office so they can get a badge and the office staff can help them find who or what they need. The person may be looking for the office.
3. Always be courteous. You can apologize for the inconvenience of needing to take the person to the office to get a visitor's badge, but explain that students feel safer when they know the adults in the building are supposed to be there.
4. If you do not feel safe approaching a person in the building, note the person's appearance and location, and go straight to the office and share the information.

Rumors

If you should hear a rumor about some kind of threat to the school or people in it, tell the principal as soon as possible. The principal will work with district officials and public safety personnel to follow up on rumors and make sure schools are safe. Do not assume a rumor is false, but do not assume a rumor is true and help spread it. Inform the principal and let her or him separate fact from fiction.

In case of problems or concerns

If you have problems or concerns in your volunteer assignment, talk to your immediate supervisor. If you have problems with your supervisor, speak with the building volunteer coordinator. Please let these people know about any difficulties you are having in your work so you can work together to find a solution. We want to be productive *and* happy.

Thank you.

Volunteers have an important role at the Medford School District.

Thank you for sharing your time and talents!!



I have read and understand the Volunteer Guidelines and School Board policies related to the Volunteers in Medford Schools program.

Print Name

Signature

Date

Please return to:

Medford School District
Human Resources Department
815 S Oakdale Ave
Medford OR 97501



Medford School District

ELEMENTARY

Abraham Lincoln Elementary: 3101 McLaughlin Drive, 541-842-3730

Principal: Patti Frazier, Office Manager: Pam Bartlett

Griffin Creek Elementary: 2430 Griffin Creek Rd, Phone: 541-842-3740

Principal: Louie Dix, Office Manager: Linda Johnson

Hoover Elementary: 2323 Siskiyou Boulevard, 541-842-842-3750

Principal: Lynn Cataldo, Office Manager: April Metcalf

Howard Elementary: 286 Mace Road, 541-842-3760

Principal: Javier del Rio, Office Manager: Tina Derryberry

Jackson Elementary: 713 Summit Avenue, 541-842-3770

Principal: Kelly Soter, Office Manager: Deanne Radford

Jacksonville Elementary: 655 Hueners Lane, 541-842-3790

Principal: Joe Frazier, Office Manager: Trish Ennis

Jefferson Elementary: 333 Holmes Avenue, 541-842-3800

Principal: Rick Snyder, Office Manager: Cheri Paradis

Kennedy Elementary: 2860 N Keene Way Drive, 541-842-3810

Principal: Tom Ettel, Office Manager: Rhonda Marcincus

Lone Pine Elementary: 3158 Lone Pine Road, 541-842-3820

Principal: Kristi Anderson, Office Manager: Stephanie Cowan

Oak Grove Elementary: 2838 W Main Street, 541-842-3830

Principal: Jeanne Grazioli, Office Manager: Linda Rolie

Roosevelt Elementary: 1212 Queen Anne Avenue, 541-842-3840

Principal: Isis Contreras, Office Manager: Janice Olson

Ruch Elementary: 156 Upper Applegate Road, 541-842-3850

Principal: Julie Barry, Office Manager: Denise McCollum

Washington Elementary: 610 S Peach Street, 541-842-3860

Principal: Sally Johnson, Office Manager: Cindy White

Wilson Elementary: 1400 Johnson Street, 541-842-3870

Principal: Gerry Flock, Office Manager: Tina Carlson

SECONDARY

Central Medford High School: 815 S Oakdale Avenue, 541-842-3680

Principal: Amy Herbst, Office Manager: Jill Campbell

Hedrick Middle School: 1501 E Jackson Street, 541-842-3700

Principal: Dan Smith, Office Manager: Diana Cunningham

McLoughlin Middle School: 320 W 2nd Street, 541-842-3720

Principal: Linda White, Office Manager: Roxanne Stevens

North Medford High School: 1900 N Keene Way Drive, 541-842-3670

Principal: Ron Beick, Office Manager: Arlene Erb

South Medford High School: 1551 Cunningham Avenue, 541-842-5340

Principal: Kevin Campbell, Office Manager: Sheri Stewart

CHARTER

Logos Public Charter School: 400 Earhart Street, 541-842-3658

Director: Joseph VonDoloski, Registrar: Frank Matz

Madrone Trail Public Charter School: 3070 Ross Lane, 541-842-3657

Administrator: Joe Frodsham, Administrative Assistant: Tracy Boykin

VIBES Public Charter School: 821 North Riverside Avenue, 541-774-3900

Director: Tom Cole, Operations Director: Jared Ware