



North Marion School District

Volunteering at NM

North Marion, learning together to cultivate lifelong growth.

REQUIREMENTS:

- Per North Marion School Board Policy GCDA/CDDA-AR, all volunteers must complete the Criminal History Background Verification forms, and return them to the front office of your student's school or the district office. Background Check forms are processed through local law enforcement agencies, and can take time.
- Volunteers cannot participate in school activities until they are cleared.
- Volunteers are also asked to complete the North Marion School District Volunteer Interest form.
- You will be notified once your Criminal History Background Verification form has been processed and cleared.
- Background checks are good for up to 3 years.
- Once you are cleared, please review the Volunteer Expectations, sign the Volunteer Code of Conduct, and return it to your student's school.

All forms can be found in the following locations

- Your School's front office
- The North Marion School District Office
- By visiting - <https://www.nmarion.k12.or.us/district/page/volunteering-nm>

WHO CAN VOLUNTEER?

North Marion SD welcomes all members of our community who would like to support our schools. This includes:

- Parents or Caregivers
- Grandparents
- College students
- High School Students
- Community Members
- Retirees





WAYS TO VOLUNTEER

North Marion SD offers a variety of ways you can get involved

- Classroom support
- Field trip chaperones
- Dance chaperones
- Library support
- Office support
- Sporting events
- Coaching opportunities
- Supporting school-based clubs or organizations
- Tutoring

Volunteer Expectations

In order to ensure that your volunteer experience is a positive one for both you and the students, and per North Marion School Board Policy IICC, which calls for the “coordination and training of volunteers,” we have put into place the following Volunteer Expectations. All volunteers are required to follow these expectations, in order to continue their work in our schools.

Prior to your volunteer experience, the supervising staff member will provide you with information regarding the activities you will be supporting, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal/program manager.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. Volunteers must understand that in the course of volunteering, they may learn private or sensitive information about students, families, or staff. Volunteers must agree to maintain confidentiality outside of school. If they have concerns over something they have learned, they should report that information directly to the principal or teacher.
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately.

Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available. Be mindful of safety concerns, and respond to students' needs.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in extra activities not pre-approved by administrators and parents.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
7. Chaperones who transport students in their personal vehicles must complete the District Private Transportation for School Activities form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
8. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has copies of parental permission slips with emergency phone numbers and medical information.
9. Before taking a student(s) photograph, ask the teacher for permission. The School District is accountable for ensuring the proper parental permission is on file. Photos taken should not be posted to personal social media accounts.
10. In order to comply with District policy, during District-sponsored events, chaperones **may not**:
 - a. Use, sell, provide, possess, or be under the influence of any controlled substance, drug, or alcohol.
 - b. Use tobacco within 1,000 feet of school property, or in the presence of students.
 - c. Bring, possess or conceal any dangerous weapon, deadly weapon, Firearm, or Destructive device.
 - d. Administer any medications, prescription or nonprescription to students.
 - e. In accordance with North Marion School Board Policy GBN/JBA, volunteers agree not to engage in sexual harassment of students, other volunteers, or school employees. Avoid physical contact with students unless for Health or Safety reasons. It is best to reserve any show of support and encouragement to verbal phrases, handshakes, and high-fives.