



Crater Lake Charter Academy

585 Nick Young Rd | PO Box 947

Eagle Point, OR 97524

(541)879-3622

www.craterlakecharter.org

Volunteer Packet

Volunteer Information

WHAT IS A SCHOOL VOLUNTEER

A school volunteer is a person who contributes his or her services in an educational program without monetary compensation. School volunteers serve at the request of and under the supervision of school staff members. If you would like to become a volunteer please contact us at 541.830.6245.

VOLUNTEER SITE INFORMATION

Volunteers should be provided the following information at each school site.

1. Daily schedule
2. Map of the school site
3. CLCA School Calendar
4. School Events

CRIMINAL HISTORY APPLICATION

The Criminal History Application is required before any volunteer may work with students in the schools. The processing of the application and a Criminal History Check are standard procedures for any volunteer to our School. Our intent is to assure that students have the safest possible environment.

VOLUNTEER SCHOOL BOARD POLICY

Board Policy: IICC

“Crater Lake Charter Academy encourages the utilization of community volunteers in the school for the primary purpose of enriching the educational opportunities for students. Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal history check. The administrator is responsible for the management of the community volunteer program, the recruitment and training of volunteers and the training of staff in the utilization of volunteers.”

EXPECTATIONS

RESPONSIBILITIES OF THE VOLUNTEER

Volunteers are responsible for maintaining a professional attitude of mutual respect and confidence. Their cooperative attitude expressed in the willingness to provide services is highly valued and appreciated.

Volunteers should also:

- o Wear volunteer ID nametag while volunteering at school.
- o Be punctual and reliable.
- o Notify the school in case of an absence.
- o Sign in and out and record volunteer hours.
- o Practice the professional ethics of confidentiality (not discussing teachers, students or school affairs at any time).
- o Be willing to offer supportive and supplemental service under professional supervision and direction.
- o Be capable of adjusting to each teacher’s individual style and following his/her directions.
- o Be willing to have short conferences periodically to allow for a more rewarding volunteer experience.
- o Set a good example of appearance and behavior for students.
- o Contact the school’s volunteer coordinator if they are not satisfied with their placement or are having other difficulties regarding their role as volunteer.

STAFF RESPONSIBILITIES

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the supervision of the professional staff.

IS THERE ANYTHING VOLUNTEERS SHOULDN'T DO?

Yes! The professional staff at your school is responsible for everything that goes on in your building including student instruction, safety and discipline. Volunteers supplement and support the program, but may not:

- o Discipline students
- o Have access to materials in students' permanent record files
- o Diagnose student needs
- o Evaluate achievements
- o Counsel students
- o Discuss student progress with parents
- o A volunteer is never considered a substitute for a member of the school staff

DON'T FORGET...

- o Sign-in and out at the school office each time you volunteer and wear your ID badge.
- o Ask for and take advantage of training sessions.
- o If you have constructive criticism...tell us! We welcome your comments.
- o If you are unhappy with the assignments or are having a problem concerning them...tell us!

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CRIMINAL HISTORY VERIFICATION

Type or print clearly. *All* questions must be answered. It is automatic grounds for denial of voluntary work or other employment to make a false statement regarding criminal history. Included as criminal convictions are judgments entered by a court, guilty pleas, 'no-contest' pleas, and situations regarding suspended sentences, delayed entry of judgment or any equivalent according to the laws of any jurisdiction. A crime includes a felony or a misdemeanor.

Legal Full Name _____ Date of Birth _____ Gender _____

List any other names previously used: _____

Address _____

Social Security No. _____ Driver License/Identification Card No.: _____ Issue State: _____

Home Telephone No. _____ Cell Phone/Alternate Phone No. _____

Employer's Name and Phone (Supervisor): _____

Volunteering for (field trip, class party, reoccurring, etc.): _____

A. Have you ever been convicted or completed diversion for a sex-related crime? Yes No

If yes, was the conviction in Oregon or in another state? (Please specify if in another state.) _____

If yes, did the crime involve force or minors? Yes No

If yes, please explain _____

B. Have you ever been convicted or completed diversion for a crime involving violence or the threat of violence? Yes No

If yes, was the conviction in Oregon or in another state? (Please specify if in another state.) _____

If yes, please explain. _____

C. Have you ever been convicted of or completed diversion for a crime involving drugs or alcoholic beverages? Yes No

If yes, was the conviction in Oregon or in another state? (Please specify if in another state.) _____

If yes, please explain. _____

D. Have you ever been convicted or completed diversion for any other crime except a minor traffic violation?

A crime includes a felony or a misdemeanor. Yes No

If yes, please explain. _____

E. Have you ever been arrested for a crime in which there has not yet been an acquittal or dismissal? Yes No

If yes, please explain. _____

I hereby grant to the Crater Lake Charter Academy permission to check civil or criminal records to verify any statement made on this form.

Applicant's Signature _____ Date _____

Crater Lake Charter Academy will conduct a criminal offender record check of volunteers and student interns working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232.