



## ***Volunteer Expectations & Responsibilities***

- **Complete the Criminal Background Check**

Per Beaverton School District Board Policy (GCDA/GDDA), volunteers must submit to a background check. This includes (but is not limited to) volunteer coaches, score keepers, timers, band parents, field trips, and any other volunteer activities.

- **Identification**

In an effort to increase safety and security, all **volunteers need to wear a school-approved nametag at all times when in the building**. Adults not wearing proper identification should be directed to the school office.

- **Sign In and Out**

**Volunteers are expected to sign in and out** of the building when volunteering. There is generally a volunteer sign-in area in the school office, but ask the school secretary or front office staff if you need help.

- **Sight and Sound Policy**

Beaverton School District Board Policy KAA states that: “ **All volunteers shall operate under the direction of a licensed staff member and shall be within sight and sound of a licensed staff member while working with students.**” This applies to parents as well as non-parent volunteers and is for the safety of students, staff and volunteers.

- **Confidentiality**

**Volunteers must protect the teachers’ and students’ right to privacy.** You may not disclose sensitive school or personal matters which have come to your attention. Discuss student problems or concerns only with the teacher or staff member with whom you are working; discuss other concerns with the principal.

- **Professionalism**

**Although the job is voluntary, the commitment is professional.** Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

- **Dependability & Punctuality**

**Students, teachers and staff members rely on the services performed by volunteers.** We ask that you contact the school if you are unable to volunteer on your scheduled day. Please arrive ahead of time for your volunteer service.