



Guidelines for Volunteers in Medford Schools (VIMs)

The Medford School District relies on empathetic, caring volunteers to assist our students at our schools. There are many capacities in which you can serve, from small group to one-on-one in grades K through 12. Regardless of how much time you have or how many students you can serve, the impact you will have is great.

If you are interested in volunteering in the schools, please read these guidelines. These procedures will help us to provide a safe and secure volunteering experience at our schools. We appreciate your support in following them.

How to Get Started

1. Fill out the online application and pass a background check.

- a. For the safety of our students, all volunteers are required to fill out an application and pass a criminal background check before they become a volunteer at the Medford School District. The information you provide in your application will allow us to conduct a criminal background check.
- b. Your volunteer status is good for two years at which time you will need to renew it by filling out a new application. We will also run another background check.

2. Provide proof of vaccination status, or religious or medical exception documentation to the district.

- a. Documentation will be kept in a secure location and shared only with select staff who manage this process at the school where you wish to volunteer.
- b. If vaccinated: Bring identification and proof of vaccination status (vaccination card) to the primary volunteer location.
- c. If unvaccinated:
 - i. Bring identification of religious or medical exception form (OHA form) to primary location;
 - ii. Wear a KN-95 or N-95 mask. The district can provide one.

3. Check your email for approval status.

Once the steps above are completed, you will be notified via email if you have been approved. Please check your spam folder just in case. You should then notify the school so that they can work with you on when you will be needed, etc.



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 badge.
- 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).
- Whom to call if you are unable to make it into the school.
- Where to park.
- Your school's calendar and schedule.
- School policies and procedures.

Sign-In Each Day

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.

Wear a Name Badge

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

Show up Healthy

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.

Learn How to Handle 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.



Review the Evacuation Map

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.

Look out for Strangers or Intruders

All visitors to Medford School District schools are expected to go directly 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 name 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.

Report any Threats You Hear to Your Principal

If you hear a rumor about a 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 or assume a rumor is true and help spread it. Inform the principal and let her or him separate fact from fiction.

Know the Medford School District Board Policies

As a volunteer, you are responsible for reading and understanding the following board policies. If you have any questions please contact your principal.

Student Transportation for Activities Including Private Vehicles – Board Policy E.EAE

<http://policy.osba.org/medford/E/EEAE%20D1.PDF>

<http://policy.osba.org/medford/E/EEAE%20R%20G1.PDF>

Sexual Harassment-Board Policy G.BN

http://policy.osba.org/medford/G/GBN_JBA%20D1.PDF



Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying-Board Policy GBNA

<http://policy.osba.org/medford/G/GBNA%20D1.PDF>

<http://policy.osba.org/medford/G/GBNA%20R%20D1.PDF>

Alcohol/Controlled Substance Use-Board Policy GBCBA

<http://policy.osba.org/medford/G/GBCBA%20D1.PDF>

Drug-Free Workplace-Board Policy GBEC

<https://policy.osba.org/medford/G/GBEC%20G1.PDF>

Weapons in Schools-Staff-Board Policy GBJ

<http://policy.osba.org/medford/G/GBJ%20D1.PDF>

Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems-Board Policy GBK

https://policy.osba.org/medford/G/GBK_KGC%20D1.PDF

Staff Use of Personal Electronic Devices and Social Media-Board policy GCAB

<http://policy.osba.org/medford/G/GCAB%20D1.PDF>

<http://policy.osba.org/medford/G/GCAB%20R%20D1.PDF>

Reporting of Suspected Child Abuse-Board Policy JHFE

<https://policy.osba.org/medford/J/JHFE%20G1.PDF>

Volunteers in Medford Schools (VIMS)- Board Policy IICC

<http://policy.osba.org/medford/I/IICC%20D1.PDF>

<http://policy.osba.org/medford/I/IICC%20R%20D1.PDF>

Electronic Communications System – Board Policy IIBGA and IIBGA-AR

Staff is expected to comply with the Medford School District Network (MSDNet) and Internet Access Consent and Waiver Agreement.

<http://policy.osba.org/medford/I/IIBGA%20D1.PDF>

<http://policy.osba.org/medford/I/IIBGA%20R%20D1.PDF>



How to Be a Good Volunteer

- **Be an 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 feel more valued.
- **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 appropriately 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 to 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.

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 you to be productive and happy.

Volunteers have an important role at the Medford School District. Thank you for sharing your time and talents!