



Volunteers in Medford Schools (VIMS) Guidelines

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

To foster the talents and interests of a community of life-long learners through a meaningful education that challenges students to reach their unlimited potential.

Vision Statement

We are a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

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 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

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

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

<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 G.BCBA

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

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

Drug-Free Workplace-Board Policy G.BEC

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

Weapons in Schools-Staff-Board Policy G.BJ

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

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

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

Staff Use of Personal Electronic Devices and Social Media-Board policy G.CAB

<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

<http://policy.osba.org/medford/J/JHFE%20D1.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>

Continued on next page...

**Electronic Communications System – Board Policy I.BGA and I.BGA-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>

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).

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.

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: Megan Young, 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: Marisa Poling, Office Manager: Deanne Radford

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

Principal: Fred Kondziela, Office Manager: Lisa Savage

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

Principal: Shelly Inman, Office Manager: Cheri Paradis

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

Principal: Tom Ettel, Office Manager: Diana Potratz

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

Principal: Gerry Flock, Office Manager: Traci Thomas

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

Principal: Liz Landon, Office Manager: Linda Rolie

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

Principal: Kristi Anderson, Office Manager: Kara Metcalf

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

Principal: Julie Barry, Office Manager: Brandee Tolner

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

Principal: Sallie Johnson, Office Manager: Cindy White

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

Principal: Aaron Luksich, Office Manager:

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: Beth Anderson, Office Manager: Diana Cunningham

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

Principal: Kelly Soter, Office Manager: Roxanne Stevens

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

Principal: Dan Smith, Office Manager: Arlene Erb

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

Principal: Donnie Frazier, Office Manager: Theresa Gann

Charter

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

Director: Sheryl Zimmerer, Registrar: Shawna Pratt

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

Interim Director: Cori Royer, Administrative Assistant: Tracy Boykin

Kids Unlimited Academy: 821 North Riverside Avenue, 541-774-3900

Director: Tom Cole, Office Manager: Michelle Hull

The Valley School of Southern Oregon: 1253 N. Riverside Ave, 541-842-3914

Director: Amy Thuren