

THREE RIVERS CHARTER SCHOOL BOARD POLICY—VOLUNTEERS

The Board recognizes that patrons volunteering their services in the schools provide valuable assistance to the instructional program, to school personnel and to the educational enrichment opportunities of Three Rivers Charter School students. A volunteer is a non-paid person assisting under the direction of an administrator, teacher or classified staff member. The Board actively encourages volunteer participation by individuals and groups to perform appropriate tasks during and outside of school hours.

The recruitment, supervision, coordination and training of volunteers is the responsibility of Three Rivers Charter School administrators or designees. The volunteer assignment will be carried out as directed or delegated by the administrator. Efforts will be made to use volunteer resources in a manner which ensures maximum contribution to the welfare and educational growth of students.

Any person authorized by the administrator for volunteer service must complete a “Criminal History Verification” form and consent to a criminal history background check prior to beginning volunteer work.

The administration shall retain the right to exercise discretion in determining whether a volunteer will be used at Three Rivers Charter School. A volunteer’s service may be terminated at any time for reasons deemed appropriate by the administrator.

- No offer of voluntary services by any otherwise qualified person shall be rejected on the basis of race, color, religion, national origin, gender, age, marital status, citizenship status, political affiliation, disability, or any other basis of unlawful discrimination. However, no individual who promotes discrimination, harassment, prejudice, or racism shall be accepted as a volunteer.
- Volunteers will not be paid and are not employees of Three Rivers Charter School.
- While performing service at Three Rivers Charter School, volunteers must maintain a high level of confidentiality in regard to information gained.
- Volunteers shall adhere to applicable laws and policies of the State of Oregon and Three Rivers Charter School.
- The acceptance and utilization of the services of any person on a voluntary basis shall be at the discretion of the school administration. Such services may be discontinued at any time.
- Volunteers shall perform services under the direction of an administrator, supervisor or volunteer coordinator.
- Volunteers shall not engage in political or religious activities while performing service for Three Rivers Charter School.
- Volunteers must use normal registration procedures upon entering Three Rivers Charter School including signing in and notifying appropriate personnel (administrator, assistant administrator, teacher).
- Volunteers are covered by workman’s compensation as long as the volunteer follows building sign-in procedures and other Three Rivers Charter School procedures.

- ***Volunteers driving vehicles shall be properly licensed to drive, document the officially cleared vehicle liability insurance as required by Three Rivers Charter School and verify that an adequate number of seat belts are available. The volunteer’s personal insurance carrier will be the only insurance in an accident.***

- *All volunteers must complete and consent to a criminal history background check prior to beginning volunteer work.*
 1. *A person who does not consent to the background check will not be allowed to volunteer at Three Rivers Charter School.*

2. *If Three Rivers Charter School is notified that a person has been convicted of a crime listed in ORS 163.095-167.90 or 475.995-475.999 or has an arrest that is either under investigation or proceeding through the court system and yet to be resolved (not yet been acquitted, convicted, or dismissed), or has made a false statement on the form pertaining to his/her convictions, the person will not be allowed to volunteer at Three Rivers Charter School.*
 3. *If a person has been denied the opportunity to volunteer because of an unresolved arrest, and the case is subsequently dismissed or the person acquitted, the person may reapply to become a volunteer.*
- All volunteers will receive training and information as needed regarding professional conduct and school rules.