# Volunteer Guidelines 2020-21

***Requirements Applicable to All Volunteers***

Volunteers must be cleared through the [district’s volunteer criminal history process](https://www.4j.lane.edu/hr/volunteers/volunteerbackgroundchecks/) and approved by the Office of Public Safety before interacting with students or volunteering in other capacities. In order for a volunteer to be approved, they must have completed required Safe Schools trainings and have a criminal records check. Certain volunteers are required to undergo background checks based on fingerprints. See [Policy GCDA/GDDA](http://www.4j.lane.edu/board/policies/) for further information.

School secretaries will maintain an up-to-date list of approved volunteers.

***Volunteers on District Properties***

State guidelines and the 4J Covid-19 management plan prohibit the district from allowing all but essential visitors and volunteers on school and district properties. No school may permit any on-site volunteers, unless pre-approved by the school principal. If an essential volunteer is permitted to enter a school property, they must sign a [Covid-19 waiver of liability and agreement](https://www.4j.lane.edu/wp-content/uploads/2021/02/Volunteer_Assumption_Risk_Waiver_Liability-1.pdf). The Physical Distancing Site Coordinator must train the volunteer in COVID health and safety protocols and provide the volunteer with the [4J COVID Communicable Disease Management Plan](https://www.4j.lane.edu/wp-content/uploads/2021/01/4J_COVID-19_CommunicableDiseaseManagementPlan_v1.2_2020-11-30.pdf).

***Volunteers in the Virtual Environment***

Teachers or other identified employees can ask a trusted and approved volunteer to work with students via district electronic platforms. All volunteering must occur on district electronic platforms under the supervision of staff as outlined below. Volunteers may not connect with students outside our system.

The district has authorized teachers to allow volunteers in the virtual environment. Below you will find points to consider when deciding if and how to utilize virtual volunteers in a particular class or program while the district is delivering digital learning.

Volunteer opportunities are likely more limited in the virtual setting. Employees should talk with their principal/supervisor before asking volunteers to assist in activities, classes, or events.

Ensure that one volunteer and one student are not alone in the virtual setting. Two volunteers could work with a student(s), or one volunteer could work with a small group of students.

It is important to ensure that volunteers receive appropriate training. In addition to the typical training that school staff provide, staff should address situations specific to the virtual environment:

* How to use/navigate within the platform.
* How to respond to concerning situations in the virtual environment. Volunteers need to be able to connect with a staff member for immediate assistance.

Tips

A Zoom session through Seesaw or Canvas is the most likely setting for virtual volunteering. However, other district platforms may be used as long as they provide an adequate level of safety and supervision.

When using the district’s Zoom account, teachers can schedule volunteers to work with small groups of students in breakout rooms. A teacher would not be required to participate in the entire breakout session but would be expected to regularly pop in and out. EAs or other staff could be tasked with assisting with supervision.