

4J

**Volunteer
Orientation**

THANK YOU!

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Eugene Public Schools believes that volunteers support valuable educational experience for students. With the help of volunteers like you, much is possible. We thank you very much for giving your time and support to enhancing our students educational experience.

Gearing up

- ✓ Volunteer Background Check;
- ✓ Complete Volunteer Training;
- ✓ Review Building Rules and Policies;
- ✓ Review Building Behavior Policy;
- ✓ Review Board Policies and District Administrative Rules;
- ✓ Review 4J Code of Conduct.



Prohibitions



Managing Student Behavior



4J Volunteer Expectations: School and Personal Property

- ✓ All school property should be used only with permission and treated with care.
- ✓ Cost of damage, loss, or theft of any school property due to negligence will be **billed to the individual responsible.**
- ✓ **Damaged, lost, or stolen personal property will not be replaced by the District.**



4J Volunteer Expectations

- ✓ Expected to comply with decisions made by 4J staff member in charge;
- ✓ Act responsibly and courteously;
- ✓ Keep cell phone and other electronic use to a minimum during times of supervision;
- ✓ Excessive displays of physical affection between volunteers is strongly discouraged;

4J Volunteer Expectations

- ✓ If a rule is not stated, common sense, good judgment, courtesy, respect, and safety should apply.
- ✓ Violation of these rules and policies will result in revocation of right to chaperone school-sponsored activities.

Volunteering at Churchill

- ✓ chs.4j.lane.edu/volunteers
- ✓ Use your parking pass when parked on campus during school hours
- ✓ Always wear identification while volunteering
- ✓ Check in at the front office or complete an after-hours timesheet
- ✓ Respect confidentiality and avoid gossip
- ✓ Report all injuries immediately

Volunteer Opportunities

- ✓ College and Career Center — Sheree Houck, houck_s@4j.lane.edu
- ✓ AP Testing (dates in May) — Casandra Kamens, kamens@4j.lane.edu
- ✓ IB Testing (dates in May) — Steve Smith, smith_st@4j.lane.edu
- ✓ Mentor a Student — Misael Flores Gutierrez, floresgutierrez_m@4j.lane.edu

Volunteer Opportunities

- ✓ AVID Tutor — Jessica Thomas,
thomas_je@4j.lane.edu
- ✓ Other Opportunities — We can put your skills to work for our school. Contact Jill Reents,
reents_ji@4j.lane.edu, to be connected with a staff member who may want your help.

Churchill Volunteer Coordinator

Jill Reents

reents_ji@4j.lane.edu

Questions

Volunteer Support Desk

Eugene School District/4J

541-790-7669

volunteersupport@4j.lane.edu

State Training and Volunteer Exam

https://4j-or.safeschools.com/courses/details/COURSE-VOL_ORIENT?splash=0%27



SafeSchools