

Odyssey Volunteer Training

Welcome to the 2018–2019 school year at Odyssey! We thank you for volunteering your time and enriching the student experience. We have a strong and wonderful community in our school.

Background Checks

Please make sure you have completed a background check. These are required to volunteer in our school and will need to be renewed every three years. If you are unsure of your approval status, or when it expires, please ask Angela. The link to the PPS volunteer background check is <https://www.pps.net/Page/149>.

Checking In/Out at the Office

Please sign in at the main reception desk when you arrive. You will need to either fill out a visitor's sticker badge to wear, or you can grab one of the lanyards with a visitor's pass hanging near Angela's desk. There is currently nowhere secure to leave your belongings during your volunteer shift. You can either choose to lock them in your car, or bring them with you into the classroom. At the end of your shift, please sign out and leave your visitor's pass in the office.

Confidentiality Agreement

Please review the attached *Volunteer Code of Conduct and Student Privacy Statement and Volunteer Confidentiality Agreement* you signed with your PPS Volunteer Background Check.

Office Equipment

Teacher Mailboxes - located in the office.

Paper storage - copy paper is located in the staff room near the copier. Construction paper is located in the storage closet on the landing between 678 hall and auditorium.

Copier/printer - is located in the staff room. If there is a jam or you are confused about the process, check in with Angela in the office before proceeding. This copier is capable of printing from the teacher's computer, stapling packets, etc.

Laminator - the laminator is located in the staff room. If you will be using the laminator it has to be "warmed up" first. Please do not use unless it has sufficient time to heat up. When using the laminator, always do a "test run" to make sure all functions are working. There should be a weight of some sort holding the back plastic and a full roll of laminate. If the laminate runs out while you are completing a job, please inform Angela. Do not use the laminate until the end. Discontinue using if there is only a few feet left. Again, if concerned... check with Angela.

Paper cutter - one is available in staff room and possibly more in classrooms.

Art clean up - only use the sink in the custodian office (backstage) for dumping dirty water from art projects. Do not use the bathroom sinks. For brush and art supply cleaning, please use the sink in Ms. Gregoire's closet/storage room.

Scheduling

Please keep in touch with your fellow volunteers and teachers about scheduling. There are many tasks that are divided among several volunteers every month. If there is ever any question about whose week it is to help, or you would like to trade shifts, please contact each other directly and keep the teacher informed of any changes to your schedule. Contact information is included on the volunteer schedule. If you are unable to make it in, please inform the teacher so they can adjust their expectations.

School-wide Opportunities

Fall Festival

Talent Show

Book Fair

Movie Nights

Field Day

Run for the Arts

Summer Spree

K12 Volunteer Opportunities

Art Show

Performance

Gregoire

Beginners Lit Reading Group

Copying & Classroom Organization

Howard

Intermediate Lit Reading Group

Intermediate Lit Writing

Copying

Kindergarden Computer Lab

Rotations

Wilebski

Advanced Lit Reading Group

Rotations

345 Volunteer Opportunities

(2018/2019 (year 3 rotation) Civil War/ Oregon Trail)

Copying/ Laminating weekly or as needed (location of materials on the "Alaska" table outside 345 rooms)

1:1 Tutoring - per individual and per teacher on an as needed basis

Art Show

Field Study

Performance

Special Enrichment Projects

Fall 2018

Civil War Reenactors come during school day - need 3-4 parent assistants

Spy field trip - need 3-4 parent assistants

Winter 2018/2019

Quilting Project - help with cutting, threading needles, and sewing

Field Study Journals - help with journal binding

678 Volunteer Opportunities

1:1 Academic Help

Field Study

Performance

Early November

Election Fair Preparation

March

Invention Fair Preparation



Volunteer Code of Conduct

In order to volunteer in Portland Public Schools, applicants are required to complete a background screening and agree to the following Volunteer Code of Conduct:

1. I will sign in at the school's main office immediately upon arrival.
2. I will wear or show volunteer identification whenever I am volunteering in a school.
3. I will follow the directions of the building administrators, teachers, and/or appropriate staff members.
4. I agree to conduct myself in a professional, respectful manner at all times. I understand that the volunteers are role models for students, and will conduct myself accordingly.
5. I understand that I am responsible for following the policies and procedures of Portland Public Schools. I understand that PPS has a strong commitment to diversity and inclusion of all students. I will uphold those policies and values while volunteering. I will not share my personal or political views with students while volunteering. If I have any questions about this, I will ask the teacher or principal.
6. I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
7. I will use only adult bathroom facilities.
8. I will not possess weapons of any type while on school property or during school events off premises.
9. I will not possess or use tobacco or any nicotine-related products and will not possess or be under the influence of alcohol, marijuana, or illegal drugs on school property or during school events off premises.
10. I understand that in the course of volunteering, I may learn private or sensitive information about students, families, or staff. I agree to maintain confidentiality outside of school. I will not share information that I learn about students or staff with anyone except to carry out my volunteer duties and as outlined in this code of conduct.
11. I agree to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior.
12. I agree not to engage in sexual harassment of students, other volunteers, or school employees. I will avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations, or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex, and maturity of the student. I will refrain from touching or hugging students, even if the student instigates the physical contact.
13. I agree to notify immediately the Security Services Department if I am arrested for a misdemeanor or felony sex, drug, assault, or weapon related offense.

Agreement: I agree to follow this code of conduct, the general standards of professional conduct, and maintain confidentiality. I understand that volunteering is a privilege, not a right. I understand that failure to comply is grounds for immediate suspension or permanent revocation of my volunteer privileges.



PORTLAND PUBLIC SCHOOLS

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PORTLAND PUBLIC SCHOOLS STUDENT PRIVACY STATEMENT AND VOLUNTEER CONFIDENTIALITY AGREEMENT

Student Privacy and Volunteer Confidentiality

Under Federal law, state law and Portland Public Schools policy, ALL information about students maintained by Portland Public Schools is confidential with the exception of: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent school attended.

Students in Portland Public Schools have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the Portland Public Schools, which disseminates a student's education records without his or her parent's consent.

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well being.
- You may use confidential student information only for the purpose authorized by the principal. You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student.
- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which a student's health or safety is in immediate risk and in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the principal.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the principal. You may not share information about a student even with members of your own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law!

Agreement

I, (print name) _____, as a volunteer for Portland Public Schools acknowledge that I have read and understand the above privacy and confidentiality requirements. I agree never to disclose information about a student's records to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to the school principal. I will use confidential student information only for the purpose authorized below by the principal.

Volunteer's Signature

Date

Authorization and Acknowledgement

The only purpose for which the above signed volunteer may have access to and use confidential student information for is his or her volunteer work in.

_____ the school attendance office

_____ the school counseling office

_____ the school main office

Principal's Signature

Date