

Volunteer Application

South Eugene High School/International High School
400 E. 19th Ave., Eugene, OR 97401 541-790-8016/Fax 541-790-8005
Kathy Ruggles, Volunteer Coordinator ruggles_k@4j.lane.edu

SEHS welcomes and values parent and community volunteers!
Please return completed forms to the South Eugene Main Office or Library, or by fax, or by email.

Volunteer's Name: _____

Address: _____ City _____ Zip _____

Phone: _____ home cell work _____ home cell work

Email: _____

Volunteers are automatically signed up for eNews (parent email). If you do NOT want eNews, please check here

Student's Name (if you are a parent of an SEHS student): _____ Grade: _____

Days and times available for volunteering: _____

Emergency Contact (name/phone/relationship) _____

Ongoing Opportunities- School-Wide Support

- ___ Tutoring: preferred subjects _____
- ___ Help in Career Center (1x per week)
- ___ Assist in Library
- ___ Parent Council Representative (meetings 1x per month)
- ___ Help with Scrip Sales (occasionally sit at table before or after a school event)
- ___ Help plan Parent Ed Programs
- ___ Help plan Senior/Grad Night Party (all grades welcome)
- ___ Serve as a Community Resource in area of expertise- Describe: _____
- ___ Supervise students in Coffee Stand
- ___ Sports or club assistant (specify) _____
- ___ Misc. clerical support (specify if you have area of expertise) _____

One-Time Fall Opportunities

- ___ Serve on a Senior Project Panel
- ___ Help during Registration- early Sept.
- ___ Help with Parent Social – mid. Sept
- ___ Help with Senior/ Grad Night Party

One-Time Spring Opportunities

- ___ Assist with IB Exams - May
- ___ Assist with Teacher Appreciation Brunch - Feb
- ___ Assist with Teacher Appreciation Lunch - Dec./May

One Time and/or At Home Opportunities

- ___ Assist with Community Grant Writing
- ___ Drive for field trip
- ___ Substitute/ Fill in for Parent Council Recorder
- ___ Host family for visiting students
- ___ Assist with Parent Council Blog
- ___ Edit/Contribute to weekly Parent Council E-News
- ___ Chaperone an event

Office use only

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4J Discrimination Policies and Procedures

Volunteers, just like staff members, are required to report instances of harassment or discrimination when it comes to their attention. Sometimes it may seem like students are “just having fun,” but please remember that harassment hurts. Don’t ignore your feelings—if it feels like it’s hurtful, it probably is. Speak up when you see harassment, discrimination, intimidation or bullying. Notify a staff member about what you have witnessed—we need your eyes and ears to keep SEHS a safe place for all.

4J School District Policy

School board policy prohibits discrimination, harassment, intimidation, or bullying as defined by this policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation, or at any official school bus stop. Staff and volunteers are required to report any instances witnessed.

What These Terms Mean

Discrimination means any act that has the purpose or effect of unreasonably differentiating in treatment, based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

Harassment means unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group of students on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

Intimidation or bullying means any act that substantially interferes with a student’s education benefits, opportunities or performance, and that have the effect of physically harming a student or endangering a student’s property; knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or creating a hostile educational environment.

I have read, do understand, and will comply with the 4J School District Policy and Procedures covering Harassment, Discrimination, Intimidation, Bullying and Retaliation.

Signature

Date

Sign other side →

CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORDS AND FILES

Security and confidentiality of student records are matters of concern to all volunteers and to all other persons who have access to South Eugene High School's records. The main office is the repository of academic records, folders, and other files for South Eugene High School. The Career Center is utilized to distribute test scores, field questions from students about their transcripts, financial aide and college information. When other approved academic and administrative departments share these records, volunteers are placed in an especially unique position of responsibility and trust. The purpose of this Code is to clarify your own responsibilities. Since conduct either on or off the job could affect or threaten the security and confidentiality of student record information, each volunteer, student, or student worker is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored or processed by the Counseling Office.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information, which has come to them by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. Only authorized personnel should be working on confidential materials.
5. No official record or report, or copy thereof, from the office where it is maintained, may be removed except in the performance of a person's duties.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this Code.
7. Any knowledge of a violation of this Code must immediately be reported to the person's supervisor.

Participants are required to adhere to the Code of Responsibility for security and confidentiality. Specifically all peer advisors, para-professional counselors, and volunteers are expected to adhere judiciously to the regulations and requirements suggested in this document.

Signature

Date

Sign other side →