



# VOLUNTEER APPLICATION

*There has been a growing need to ensure the well being of our students. We must request that you complete the Criminal History Background Check Information so that we can do a background check. Sweet Home School District strives to ensure a safe learning environment for our children and staff. Therefore, any person that refuses a criminal background check will not be allowed to volunteer. This form must be completed annually and there are no exceptions. All information must be included in order to process.*

Full Legal Name: \_\_\_\_\_ Gender:  Male  Female

Maiden/Birth Name or Any Other Names You Have Used: \_\_\_\_\_

Birth Day (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver License/ID Card No: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_ HomePhone \_\_\_\_\_ WorkPhone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

School(s) you wish to volunteer at:  Foster Elementary  Oak Heights Elementary  Hawthorne Elementary  
 Holley Elementary  SH Junior High  SH High School

## COACH

If volunteering to coach, have you successfully completed the online Concussion Training Program in the past year?  Yes  No

If answer is "No", you may not coach until proof of successful completion of the training program is submitted.

Complete the program online at: <http://www.osaa.org/healthandsafety/concussion.asp>

- A. Have you EVER been convicted of any sex-related crime?  Yes  No
- B. Have you EVER been convicted of any crime involving violence, threat of violence,  Yes  No  
*Theft, Fraud or other crimes against the public or justice?*
- C. Have you EVER been convicted of any crime involving drugs or alcohol?  Yes  No
- D. Have you EVER been arrested? *Arrest includes physical custody, citations in lieu of*  Yes  No *arrest, major traffic offenses (including DUII), charges dismissed, not guilty and/or diversion program).*
- E. Have you EVER had a restraining order filed against you?  Yes  No
- F. Have you EVER been charged with a crime for which there has not yet been an acquittal  Yes  No or dismissal?

***If you checked YES on any question, you are required to complete the following for each YES answer:***

DATE COUNTY STATE OFFENSE EXPLANATION

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VOLUNTEER AGREEMENT \*

I, \_\_\_\_\_, agree to volunteer for Sweet Home School District No. 55 and agree to the following: *(please initial each applicable statement)*

- \_\_\_\_\_ I have full knowledge of any risks involved in this activity.
- \_\_\_\_\_ I am physically fit and sufficiently trained to participate in this activity.
- \_\_\_\_\_ I will follow all policies and procedures applicable to this activity.
- \_\_\_\_\_ I understand that I have no medical coverage as a volunteer if I am hurt or injured.
- \_\_\_\_\_ I understand that as a volunteer, I am not covered by the district's workers compensation.
- \_\_\_\_\_ If I am under 18 years of age, my parent/guardian approves my participation. *(parent/guardian initial here)*
- \_\_\_\_\_ *I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from the program. I authorize Sweet Home School District No. 55 to make any necessary and appropriate investigations to verify the information contained herein.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of School Administrator*

**\* If the event any information on this form changes, the applicant is required to complete a new Volunteer Agreement, at which time the District has the right to review the status of the application to re-determine volunteer eligibility.**

Please review the attached Abuse and Sexual Conduct Information and Reporting Requirements for School Contractors, Agents and Volunteers manual. You must submit **both** the completed Volunteer Application AND the signed last page of the manual to be considered to volunteer in the Sweet Home School District.

**Office Use Only:** Approved \_\_\_ Date: \_\_\_\_\_ Denied \_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

# Abuse and Sexual Conduct Information and Reporting Requirements for School Contractors, Agents and Volunteers

## **SWEET HOME SCHOOL DISTRICT**

### **DOES NOT TOLERATE CHILD ABUSE OR SEXUAL CONDUCT IN ANY FORM.**

#### PREVENTION

The Sweet Home School District seeks to prevent child abuse and sexual harassment by committing to:

- Teaching students about appropriate boundaries and relationships (in coordination with curriculum);
- Training all employees regarding child abuse and sexual conduct, and clearly communicating responsibilities and procedures;
- Making this training available to parents, community members, contractors and volunteers; and
- Promptly and thoroughly investigating any reports or complaints of abuse or sexual conduct.

#### ABUSE DEFINED

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
- Rape of a child.
- Sexual abuse.
- Sexual exploitation, including but not limited to: Contributing to the sexual delinquency of a minor, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, sexual abuse involving a child or rape of a child, and Allowing, permitting, encouraging or hiring a child to engage in prostitution or a commercial sex act, to purchase sex with a minor or to engage in commercial sexual solicitation.
- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
- Buying or selling a person under 18 years of age.

#### **PACE RISK MANAGEMENT**

1-800-285-5461 • [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com)

#### **PACE LEGAL SERVICES**

503-485-4800 • [pacelegal@osba.org](mailto:pacelegal@osba.org)

**PACE.OSBA.ORG**

- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- Unlawful exposure to a controlled substance, or to the unlawful manufacturing of a cannabinoid extract, that subjects a child to a substantial risk of harm to the child's health or safety. ORS 419B.005(1).

### SEXUAL CONDUCT DEFINED

Verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance or of creating an intimidating, hostile or offensive educational environment. Sexual conduct does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent. ORS 339.370(11)(a).

STUDENT DEFINED: Any person who is in any grade from prekindergarten through grade 12 or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution or education or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct. ORS 339.370(12).

### GROOMING AND EXAMPLES OF SEXUAL CONDUCT

Sexual Conduct may include grooming behavior. This is behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse.

Sexual Conduct includes but is not limited to the following examples:

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|---|--|
| • Performing back rubs on students  | • Kissing students   |
| • Touching students frequently  | • Commenting on students' bodies or appearance in a sexual manner                                  |
| • Exchanging romantic gifts or communications with a student  | • Videotaping or photographing a student in revealing poses  |
| • Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures and innuendos or engaging in inappropriate banter with students (e.g., discussion of student's dating behavior) | • Sharing one's own sexual exploits or marital difficulties  |
| • Intentionally invading the student's privacy  | • Using email, text messaging or instant message to discuss sexual topics with individual students |

## OBLIGATIONS OF SCHOOL EMPLOYEES TO REPORT ABUSE AND SEXUAL CONDUCT

ALL EMPLOYEES are required to follow Policy JHFE "Reporting of Suspected Abuse of a Child" and policy JHFF/GBNAA "Reporting Requirements for Suspected Sexual Conduct with Students." These policies help ensure employees are properly reporting incidents of abuse and sexual conduct.

Policy JHFE requires employees who have a reasonable cause to believe any child with whom the employee has come into contact has suffered abuse, to report this to DHS or the law enforcement agency within the county where the person making the report is located at the time of the contact. It also requires employees who have a reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child to report this to DHS or to the law enforcement agency within the county where the person making the report is located at the time of the contact. See attached district policy JHFE "Reporting Requirements for Suspected Abuse of a Child" for more detail regarding these reporting obligations.

Policy JHFF requires employees who have reasonable cause to believe that another employee, contractor, agent or volunteer has engaged in sexual conduct with a student, to immediately notify the designated licensed administrator of the conduct. The designated licensed administrator who receives the report is required to report to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate. See attached district policy "Reporting Requirements for Suspected Sexual Conduct with Students" for more detail regarding these reporting obligations.

## INVESTIGATORY PROCESS

When the designated licensed administrator (or alternate) receives a report of sexual conduct and has reasonable cause to believe that it has occurred, the designated licensed administrator will report the alleged conduct to TSPC if the alleged perpetrator is a licensed individual, and to ODE if the alleged perpetrator is not licensed (effective July 1, 2020). TSPC or ODE will conduct an investigation and report back to the district. The district may also conduct an investigation into the alleged sexual conduct. If the designated licensed administrator (or alternate) receives a report of child abuse and has reasonable cause to believe that it has occurred, the designated licensed administrator will ensure that the report has been made to DHS and/or law enforcement for investigation. The district may also conduct an investigation into the alleged abuse. The designated licensed administrator will also report to TSPC if required by OAR 584-020-0041. If there is reasonable cause to believe that an employee has committed child abuse or sexual conduct, that employee will be placed on paid administrative leave. An employee may be subject to discipline, up to and including termination, based on the results of the investigation.

## APPROPRIATE ELECTRONIC COMMUNICATIONS WITH STUDENTS

Policy JHFF/GBNAA requires that any electronic communications with students by an employee, contractors, agents, and volunteers for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, **employees, contractors, agents, and volunteers** shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as an **employee, contractor, agent or volunteer** for the district is **strongly discouraged**.

## ADDITIONAL PROHIBITIONS

If a school employee, contractor or agent knows or has reason to know that another school employee, contractor or agent has engaged in sexual conduct or abuse, the school employee, contractor or agent may not assist the other in obtaining a new job. This prohibition does not apply if the employee, contractor or agent knows or has reasonable cause to believe that the conduct was reported to the appropriate agency and was resolved, or the investigation remains ongoing after four years.

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My signature below indicates that I have received a copy of the **Sweet Home School District's Abuse & Sexual Conduct Information and Reporting Requirements for School Contractors, Agent and Volunteers Manual**

I understand that this manual contains information regarding the District's rules, regulations and benefits which affect me in my role with the school district.

I acknowledge that I have read and understood the information and requirements presented in the manual.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_