



VOLUNTEERS

The Board recognizes the need to develop a volunteer program to support instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

1. Assist employees in providing and enriching instruction;
2. Assist instruction and/or supervision of extracurricular activities;
3. Strengthen school/community relations by offering increased opportunities for participation.

A volunteer is a person who works on a short-term (incidental and noncontinuing) or long-term (recurring and continuing) basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer will serve in that capacity without compensation or employee benefits of any type, except for workers' compensation and liability protection as provided by state law.

Volunteers who work directly with students will do so under the supervision and direction of a licensed person. Volunteers are expected to comply with all rules and regulations set forth by the District.

The Principal has the discretion to screen volunteers to determine if the volunteer is short-term or long-term. If the volunteer is for long-term service, the Principal will require the volunteer to apply on the "Volunteer Information Form," attached. At the discretion of the Principal, select short-term volunteers may be requested to apply on the "Volunteer Information Form."

The Principal will be responsible for routine investigation of qualifications and character of volunteers and decision on placement.

Any conflict, dispute or misunderstanding regarding the role, function or activities of any volunteer is to be referred to the Principal for resolution and decision.

Any appeal of the Principal's decision shall be submitted in writing in accordance with the District's established complaint policy and procedures (KL - Public Complaints).

Legal Reference(s):

[ORS 326.607](#)

[ORS 332.107](#)

Cross Reference(s)

GCDA/GDDA - Criminal Records Checks/Fingerprinting

KL - Public Complaints



VOLUNTEER INFORMATION FORM

PERSONAL INFORMATION

First Name	Last Name	Middle Initial
Street Address	City	State Zip
Mailing Address	City	State Zip
Phone	Email	

REFERENCES (NON-FAMILY)

Name	Phone	Email
Name	Phone	Email

WORK REFERENCES

Name	Phone	Email
Name	Phone	Email

VOLUNTEER EXPERIENCE

Volunteer Type	Organization
Volunteer Type	Organization

Please describe how you would like to volunteer.

Notice of Participation I understand that my volunteering with the Coquille School District is a service I am offering. As a volunteer, the Principal of the school is responsible for determining my role in the classroom or activity program. As an adult working with children and young people, I am a role model. By signing below, I authorize the Coquille School District to contact employers and references (including those not listed) to determine and validate my capabilities as a volunteer or verify the information provided on this application. The Coquille School District reserves the right to refuse or terminate any volunteer services.

Signature _____ Date _____

Note: A Criminal History Verification of all applicants is part of this application.

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

THIS FORM MUST BE ENCLOSED WITH THE 581-2281-N CRIMINAL HISTORY VERIFICATION FOR PRE-EMPLOYMENT AND VOLUNTEERS COVER FORM, ALONG WITH A SCHOOL CHECK IN THE AMOUNT OF \$5.00 PER APPLICANT. ALL DOCUMENTS MUST BE MAILED TOGETHER TO THE DEPARTMENT OF EDUCATION; OTHERWISE, THEY WILL BE RETURNED.

Please type or print clearly.

As Appears on License

Name: _____ Date of Birth: _____ Sex: _____
(Last Name) (First Name) (Middle Name) MM/DD/YY

List Other Names Previously Used: _____
(includes Maiden Name)

Social Security No.: _____ Driver License/Identification Card No.: _____

Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial. If you do provide the number, the Oregon Department of Education will use it as an additional identifier to search for any criminal record you may have within the State of Oregon. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Mailing Address: _____
Full Street Address/Post Office Box

City: _____ State: _____ Zip + 4: _____

Advisory: An in-state check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the following questions. If you answer no to any of the questions below, and a criminal conviction exists, this will result in a "No" determination by ODE.

Convictions of misdemeanor or felony crimes DO NOT automatically drop off your record after a period of time. If you believe a crime has been removed from your record and you are mistaken, it will result in a finding that you knowingly made a false statement.

1. Have you EVER been convicted of ANY crimes listed under **1** on the reverse side of this form? ☐ Yes ☐ No
If yes, was the crime in Oregon or a similar crime in another state? _____

2. A crime includes a felony or misdemeanor. Have you EVER been convicted of **ANY** other crime **NOT** included in the list under question **1**, this includes major traffic violations (including DUII, etc)? ☐ Yes ☐ No

The applicant is entitled to inspect and challenge the accuracy of their Oregon criminal record through the Oregon State Police procedures by contacting Oregon State Police directly under ORS 181A.230(3) and OAR 257-10-0035.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form for the purpose of pre-employment and/or volunteering purposes at an Oregon school and/or institution.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: _____ Date: _____

CRIMES RELATING TO QUESTION 1 OREGON LAWS

163.095	Aggravated Murder	167.062	Sadomasochistic Abuse or Sexual Conduct in Live Show
163.107	Murder in the First Degree		
163.115	Murder in the Second Degree		
163.185	Assault in the First Degree	167.075	Exhibiting an Obscene Performance to a Minor
163.235	Kidnapping in the First Degree	167.080	Displaying Obscene Materials to Minors
163.355	Rape in the Third Degree	167.090	Publicly Displaying Nudity or Sex for Advertising Purposes
163.365	Rape in the Second Degree	475.808	Unlawful manufacture of hydrocodone within 1,000 feet of school
163.375	Rape in the First Degree	475.810	Unlawful delivery of hydrocodone
163.385	Sodomy in the Third Degree	475.812	Unlawful delivery of hydrocodone within 1,000 feet of school
163.395	Sodomy in the Second Degree	475.818	Unlawful manufacture of methadone within 1,000 feet of school
163.405	Sodomy in the First Degree	475.820	Unlawful delivery of methadone
163.408	Unlawful Sex Penetration in the Second Degree	475.822	Unlawful delivery of methadone within 1,000 feet of school
163.411	Unlawful Sex Penetration in the First Degree	475.828	Unlawful manufacture of oxycodone within 1,000 feet of school
163.415	Sexual Abuse in the Third Degree	475.830	Unlawful delivery of oxycodone
163.425	Sexual Abuse in the Second Degree	475.832	Unlawful delivery of oxycodone within 1,000 feet of school
163.427	Sexual Abuse in the First Degree	475.848	Unlawful Manufacture of Heroin within 1,000 Feet of School
163.432	Online Sexual Corruption of a Child in the Second Degree	475.852	Unlawful Delivery of Heroin within 1,000 Feet of School
163.433	Online Sexual Corruption of a Child in the First Degree	475.868	Unlawful Manufacture of 3, 4-Methylenedioxymethamphetamine within 1,000 Feet of School
163.435	Contributing to the Sexual Delinquency of a Minor	475.872	Unlawful Delivery of 3, 4-Methylenedioxymethamphetamine within 1,000 Feet of School
163.445	Sexual Misconduct	475.878	Unlawful Manufacture of Cocaine within 1,000 Feet of School
163.465	Public Indecency	475.880	Unlawful Delivery of Cocaine
163.515	Bigamy	475.882	Unlawful Delivery of Cocaine within 1,000 Feet of School
163.525	Incest	475.888	Unlawful Manufacture of Methamphetamine within 1,000 Feet of School
163.547	Child Neglect in the First Degree	475.890	Unlawful Delivery of Methamphetamine
163.575	Endangering the Welfare of a Minor	475.892	Unlawful Delivery of Methamphetamine within 1,000 Feet of School
163.670	Using Child in Display of Sexually Explicit Conduct	475.904	Unlawful Manufacture or Delivery of Controlled Substance within 1,000 Feet of School
163.675	Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child	475.906	Penalties for Distribution to Minors
163.680	Paying for Viewing Sexual Conduct Involving a Child	161.405	Attempt to Commit Any of the Above-Listed Crimes
163.684	Encouraging Child Sex Abuse in the First Degree		
163.686	Encouraging Child Sex Abuse in the Second Degree		
163.687	Encouraging Child Sex Abuse in the Third Degree		
163.688	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the First Degree		
163.689	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the Second Degree		
164.325	Arson in the First Degree		
164.415	Robbery in the First Degree		
166.005	Treason		
166.087	Abuse of Corpse in the First Degree		
167.007	Prostitution		
167.008	Commercial Sexual Solicitation		
167.012	Promoting Prostitution		
167.017	Compelling Prostitution		
167.057	Luring a Minor		



STATEMENT OF CONFIDENTIALITY

Thank you for volunteering for the Coquille Public Schools. We sincerely appreciate your support and willingness to enhance our efforts to provide a safe, academically rich learning environment for our students. Please read and sign this Statement of Confidentiality prior to volunteering with our school district. Thank you!

As a volunteer for Coquille School District, I will not divulge any information, including medical or financial, which comes to me while participating as a volunteer at Coquille School District.

- ✓ This means I will not talk about children, staff, or parent in a way that would allow someone to identify the student, staff, or parent.
- ✓ I will not name students, staff, parents, and other volunteers or discuss personal information when engaging in conversations about school.
- ✓ If there is a concern for the safety or welfare of a child while volunteering, I will share my concern with the child's teacher, principal, or school nurse.
- ✓ In my capacity as a volunteer, I will defer to the teacher or school personnel in matters of direction and discipline.
- ✓ My own child(ren) will be expected to follow the directions and disciplinary action of the teacher or group leader even in my presence as a volunteer.

Confidentiality is a matter of courtesy and respect, and also a possible liability. It protects you and your child(ren) as well as other students, staff, parents, and volunteers.

I, _____, (your name) understand that all personally identifiable information is confidential and will not be shared either verbally or in written form without first receiving prior written permission. I have read the material on what constitutes personally identifiable information provided with this form.

I will NOT discuss classroom activities or students except with the certified classroom teacher. When writing in journals, only gender and age may be used.

I agree to follow all of the requirements of confidentiality and know that failure to do so may result in immediate removal from the class and may include personal liability as the law allows. I have been given a copy of this document.

Signature of Student Teacher/Volunteer

Date

Printed Name

Volunteer Location

Principal's Signature

Date



FIELD TRIP CHAPERONE AGREEMENT

CHAPERONES: If agreement has been reached with the supervising teacher, volunteers may chaperone student on this trip. Chaperones must comply with all District requirements pertaining to the chaperoning of students.

- A. Chaperones are expected to assist the supervising teacher(s) and enforce all rules and regulations of the school. Chaperones must agree to perform all duties as directed by the supervising teacher.
- B. Chaperones must be responsible adults, twenty-one years of age or older, with no record of criminal conduct.
- C. There will be no smoking or use of alcohol or any other illegal substances on the part of chaperones or students irrespective of age. This rule will be in force at all times. While some participants may be twenty-one years of age or older, the fact that they are participating in a school event overrides their age status.
- D. Chaperones on overnight trips are responsible for ensuring that the students are in their appropriate hotel room or their sleeping accommodations at a set curfew time, not roaming about creating noise and infringing on the rights of others.
- E. Chaperones understand that they are not covered by any District liability insurance policy during field trip activities. Chaperones understand that they are not employees, agents or representatives of Coquille School District.
- F. Field trips are to begin and end at the school of origin unless other arrangements are made in advance with the school site administrator.
- G. Chaperones shall NOT bring friends or other family members on the field trip unless approved by the teacher and the school district.

I agree to the above-stated chaperone provisions:

Printed Name

Date

Signature

Date