

Redmond School District 2J
Human Resources Department

145 SE Salmon Drive
Redmond, Oregon 97756
541-923-5437

Dear School Volunteer:

To protect the safety and welfare of children, Redmond School District conducts background checks on all volunteers that have direct, unsupervised contact with our students.

We realize that many of you have volunteered for years and provide an invaluable service to our schools. However, because the school district must be fair, thorough and consistent, the same guidelines and procedures must apply to everyone working closely with our students. Since school volunteers are an essential part of our educational team, and you will be having unsupervised contact with students we strongly hope you will grant us permission to conduct a background check. However, if you do not wish to participate due to personal reasons, we understand and respect your decision.

We conduct background checks to assure a safe, healthy learning environment for every student. This is a critical part of our mission as a public school district.

If you have any questions, please call the Human Resource Department. Ask to speak to the Director of Human Resources. You will be able to speak confidentially with a staff member who understands the process.

We appreciate your understanding and cooperation in this important matter.

Sincerely,

Lynn Anderson
Director of Human Resources

Volunteer Expectations

Dependability: Children and staff look forward to the volunteer's commitment to report at an expected time.

Professionalism: The volunteer is a role model for children in dress, manner and behavior.

Confidentiality: The volunteer must respect the confidentiality of sensitive information. Children and their families should not be discussed outside the program or school environment.

Communication: The volunteer's success depends on effective communication. Asking questions and following directions are key components.

Directions for Completing Volunteer Forms

1. Fill out the "Volunteer Application" form and the "Volunteer and Community Members Screening Authorization". It is important that you complete each question, including the driver's license number and sign the form on both lines. Incomplete applications will not be processed. If you would like to volunteer in more than one school please mark the school names on your application, you only need one application.
2. Return your application to the school secretary. All information is kept confidential.
3. If you are having unsupervised contact with students, and are subject to the criminal history records check, you will not be allowed to volunteer in an unsupervised manner until your school receives a clearance. Please check back with the secretary at your school to confirm you have been cleared to volunteer. You will not receive notification of your clearance. The approval/declination process may take a week or more depending on the time of year (the beginning of the school year and field trip season is the busiest.)
4. If there is a concern with the results reported from the background check, you will be contacted by the Director of Human Resources or the Principal of the school
5. **Always check in and record your volunteer hours in the volunteer log at the school office.**

If you have any questions, please contact Redmond School District Human Resources Department – Lynn Anderson 541-923-5437

Redmond School District
 145 S.E. Salmon Drive
 Redmond, Oregon 97756
 541-923-5437

RSD Volunteer Number: _____
 Date Submitted to PIV: _____

Volunteer Application

For School Use Only:
 Approved
 Review Required

 Signature of Approver

Please print legibly or type:

 Last Name First Name M.I. Telephone Number Date of Birth

 Email Address Student's Name Teacher's Name

 Address City State Zip Code

Emergency Contact Information For Volunteer

 Individual's Name & Relationship Address Telephone Number(s)

Days and times available

Monday: __ am __pm Tuesday: __ am __pm Wednesday: __ am __pm Thursday: __ am __pm Friday: __ am __pm

Type of Volunteering Preferred

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Alternative School | <input type="checkbox"/> ASPIRE | <input type="checkbox"/> Bulletin Boards | <input type="checkbox"/> Chaperones |
| <input type="checkbox"/> Classroom Helper | <input type="checkbox"/> Arts and Crafts | <input type="checkbox"/> Clerical | <input type="checkbox"/> Computer Lab |
| <input type="checkbox"/> Counseling Office | <input type="checkbox"/> Drama | <input type="checkbox"/> Cooperative Learning | <input type="checkbox"/> Field Trips |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Fund-raising Events | <input type="checkbox"/> General Classroom | <input type="checkbox"/> Lunch Supervision |
| <input type="checkbox"/> Home Economics | <input type="checkbox"/> Intramurals | <input type="checkbox"/> Library | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Math | <input type="checkbox"/> Music | <input type="checkbox"/> P.E. | <input type="checkbox"/> Reading Groups |
| <input type="checkbox"/> Portfolios | <input type="checkbox"/> Print Shop | <input type="checkbox"/> PTA Activities | |
| <input type="checkbox"/> Resource Center | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Science | |
| <input type="checkbox"/> SMART | | <input type="checkbox"/> Other: _____ | |

Volunteer Experience

Organization	Address & Phone Number	Dates

Volunteer Expectations

- Dependability: Children and staff look forward to the volunteer's commitment to report at an expected time.
- Professionalism: The volunteer is a role model for children in dress, manner and behavior.
- Confidentiality: The volunteer must respect the confidentiality of sensitive information. Children and their families should not be discussed outside the program or school environment.
- Communication: The volunteer's success depends on effective communication. Asking questions and following directions are key components.

Please check all location where you want to volunteer:

<input type="checkbox"/> John Tuck Elementary School	<input type="checkbox"/> Tom McCall Elementary School	<input type="checkbox"/> Obsidian Middle School
<input type="checkbox"/> M.A. Lynch Elementary School	<input type="checkbox"/> Tumalo Community School	<input type="checkbox"/> Brown Education Center
<input type="checkbox"/> Sage Elementary School	<input type="checkbox"/> Vern Patrick Elementary School	<input type="checkbox"/> Redmond High School
<input type="checkbox"/> Terrebonne Community School	<input type="checkbox"/> Elton Gregory Middle School	<input type="checkbox"/> Ridgeview High School
<input type="checkbox"/> Redmond Early Learning Center		

**Redmond School District
Volunteer and Community Members Screening Authorization**

The undersigned consents to have Public Information Verification obtain any and all information concerning previous employment, obligations and all other matters which may be required in connection with their pre-employment or volunteer screening process. The undersigned consents to any other background check, including, but not limited to: criminal checks and driving records.

P.I.V. does not guarantee the accuracy of information received from various sources, which may contain errors and omissions. P.I.V. provides NO WARRANTY AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR ANY INFORMATION. Original records may differ from computer entries. P.I.V. shall not be liable for any direct, indirect, incidental, or consequential damages caused by mistakes, omissions, deletions, error, or defects in any information provided by other sources.

P.I.V. shall provide a copy of the information received to the prospective employer. If the undersigned believes that any of the information provided is incorrect, the undersigned must notify P.I.V. within fourteen days (14) in order to allow P.I.V. to re-verify the information and provide a copy of the notice to the prospective employer. Questions regarding the pre-employment or volunteer checks should be directed to P.I.V. at (541) 548-5306 or via mail at Post Office Box 1913, Redmond, OR 97756.

Please print legibly

Name: _____ Date of Birth: _____ Sex _____
Last/ First/ Middle

List Other Names Previously Used (including maiden name): _____

Oregon Driver License/Ident. Card Number: _____ State Issued: _____

Address: _____
Full Street Address and Mailing Address (if different)

City: _____ State: _____ Zip: _____

1. **Have you EVER been convicted of a sex-related crime?** [] Yes [] No
If yes, was the conviction in Oregon or in another state? Name of state:
If yes, did the crime involve force or minors? [] Yes [] No
2. **Have you EVER been convicted of a crime involving violence or threat of violence?** [] Yes [] No
If yes, was the conviction in Oregon or in another state? Name of state:
3. **Have you EVER been convicted of a crime involving criminal activity in drugs or alcohol?** [] Yes [] No
If yes, was the conviction in Oregon or in another state? Name of state:
4. **Have you EVER been convicted of a crime except a minor traffic violation?.** [] Yes [] No
5. **Have you been arrested for a crime for which there has not yet been an acquittal or dismissal?** [] Yes [] No

I hereby grant the company, P.I.V., permission to check civil and/or criminal records to verify any statements made on this form.

Applicant's Signature: _____ **Date:** _____

Regardless of whether the applicant grants consent, P.I.V., will conduct a criminal offender record check of the applicants for the position of school bus driver, volunteer, or other prospective school employees working with or around children. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights laws. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, OR 97232, telephone (503) 731-4075.

I acknowledge receipt of this notice:

Applicant's Signature: _____ **Date:** _____

THIS FORM MAY BE REPRODUCED OR PHOTOCOPIED,
AND A COPY SHALL BE AS EFFECTIVE A CONSENT AS THE ORIGINAL

CHAPERONE AND VOLUNTEER GUIDELINES:

- All volunteers having direct, unsupervised contact with students shall be subject to a criminal records background check, click on the following links for the [English](#) and [Spanish](#) versions of the volunteer application. This includes field trip chaperones, coaches, and other trip assistants. Board [policy GCDA/GDDA](#).
- School-site team members of the school sponsoring the field trip as well as volunteers who have been cleared by the District Volunteer Program (application completed, background check processed, and approval received) are permitted to serve as chaperones for field trips, if the person is 21 years of age or older.
- Chaperones/volunteers may not bring preschoolers or children who are not registered at the school for which they are volunteering on the trip.
- Chaperones/volunteers may not be left alone to supervise students. The visual and auditory presence of a district employee must be maintained at all times.
- Chaperones/volunteers must be appropriately dressed at all times as to ensure no disruption or interference with the learning environment or threat to the health and/or safety of the volunteer or students.
- Chaperones/volunteers must wear an identifying badge issued by the school, whenever serving as a volunteer.
- Chaperones/volunteers are responsible for student safety above all else.
- Chaperones/volunteers must immediately report to someone in authority any safety concerns or emergency issues relating to students.
- Chaperones/volunteers must not discipline or inappropriately touch students.
- Chaperones/volunteers may not give students gifts, rewards, or food items of any kind without permission from the teacher, guardian or parent.
- Chaperones/volunteers must always serve as positive role models using appropriate language and discussing only age-appropriate matters with students.
- Chaperones/volunteers must check attendance and know the whereabouts of students at all times.
- Chaperones/volunteers must be 21 years of age or older; and with regard to athletics, must have been out of high school for at least four years before acting in this capacity.
- Chaperones/volunteers on out-of-town or overnight trips assume 24 hour-a-day responsibility. Chaperones/volunteers are always “on duty.”



- Chaperones/volunteers are prohibited from sharing a room with students.
- Chaperones/volunteers are to remain with the group at all times.
- Chaperones/volunteers are prohibited from consuming alcoholic beverages or using mood modifiers at any time.
- Chaperones will refrain from smoking or using e-cigarettes in the presence of students and/or during a school sponsored activity.
- The District has elected to provide volunteers with worker's compensation insurance coverage. This insurance covers individuals while acting within their duties as volunteers. If injured, volunteers must complete an incident report form and submit to the Risk Manager.
- If a student group has members of each gender, then chaperones of each gender must accompany the group.
- Chaperones/volunteers must sign in and out every time they serve the school. Hours worked must be recorded for worker's compensation purposes.
- If pre-arranged with the administrator, chaperones may be permitted to stay in a location separate than the class in the overnight hours only; as long as the ratio of adult supervisors/chaperones to student remains at no less than 1:15 at all times.
- If pre-arranged with the building administrator, chaperones may be permitted to drive their own vehicle during an approved trip. Parent chaperones may only transport their own child unless according to board [policy EEAE](#) each student passenger has submitted a signed transportation waiver.



Child Abuse Prevention Training

Redmond has elected to use the SafeSchools online safety training program to train both professional, parents and volunteers on school-related safety issues. SafeSchools offers trainings in all facets of school safety issues, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates. SafeSchools courses have been authored by nationally renowned experts, and has been endorsed by a number of school boards and superintendent associations nationwide.

As a district volunteer, you have the option to register and take your optional trainings. There are two ways to do this.

Use your registration key: 87df6824

Go to our SafeSchools homepage, <http://redmond.or.safeschools.com>, click "Register" (To the right of the "Sign in" button). On the next screen you will be prompted to enter the registration key above. Next you will be prompted to enter some basic information, including a username of your choice, which you will use to login to the system moving forward.

Use the "quick link" registration URL: <http://redmond.or.safeschools.com/register/87df6824>

Click on or enter the address above into your internet browser, and you will be taken to the registration page where you will enter your basic information, including your username.

Once you login to the site, you will see a list of courses assigned to you, and the date on which they are due. To begin a course, click on the title then follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz. You do not have to take SafeSchools courses in one sitting, however you will need to complete each section in entirety to move on to the next.

Your participation will help to make the Redmond School District a safer place to work and learn! If you have any questions, please contact Lynn Evans, (541) 923-5437.