

**McKenzie School District**

**Volunteer Information  
Packet**

**2019-2020**



Visit our web site  
[www.mckenziesd.org](http://www.mckenziesd.org)

**McKenzie School District # 68**  
**Volunteer Information**  
**2019-2020**

We are pleased that you have expressed an interest in volunteering in our school this year. As educators, we value parent participation in the educational process. It is always best for kids when staff and parents work in a collaborative relationship to support learning.

It is important for you to become familiar with the District's policies and procedures that facilitate positive parent-school relationships. There is a need to keep the school campus safe and secure so learning can take place. The McKenzie School District has school board adopted policy concerning both volunteers and visitors. That policy is included in this packet.

After you complete the survey below and return it with the criminal background form, we can begin to process your information. When you are cleared, we will notify you by letter. Secretaries in the offices keep a current list of approved volunteers. If you are interested in volunteering in the classroom, you may contact the teacher after you receive your approval letter. When you volunteer it is important to keep that schedule and follow the agreements you have made with the teacher. **Please note photos from fieldtrips or classroom activities are not allowed to be shared or posted electronically.**

All volunteers (and visitors) are required to check into the main office in either the elementary or middle/high school buildings. You will sign in and be given a volunteer pass or button to wear while you are volunteering. Visitors also need to check in. When you leave campus, please sign out and return the pass. All staff have been trained and look for these passes to ensure that adults in the building have a purpose and have been cleared to work with students.

Please refer to the brief survey below and the criminal background form on the next page. Again, thank you for expressing an interest in volunteering in McKenzie. Your completed Criminal History Form and the survey below should be returned to Nancy Asman in the District Office. Her phone number is 822-3338.

Your name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Mailing address: \_\_\_\_\_

Do you have children in the district \_\_\_\_ Yes \_\_\_\_ No  
Grade level (s) \_\_\_\_\_  
I wish to volunteer @ \_\_\_\_ K-6 \_\_\_\_ 7-8 \_\_\_\_ 9-12

There are many areas you might want to consider – check all that apply

- \_\_\_\_\_ Classroom helper
- \_\_\_\_\_ Supervision at lunch & recess
- \_\_\_\_\_ Media center
- \_\_\_\_\_ Technology lab
- \_\_\_\_\_ Field trips
- \_\_\_\_\_ Newsletters & other mailings
- \_\_\_\_\_ Classroom: Reading and other assistance with children
- \_\_\_\_\_ Classroom instructional materials: organizing, collating, etc.
- \_\_\_\_\_ Coaching
- \_\_\_\_\_ School sponsored events – athletics, dances, etc.
- \_\_\_\_\_ Other- please list:

Your experience in public school setting: \_\_\_\_\_

Before you volunteer, we encourage you to read a copy of the student handbook; it provides a great deal of information that will help you become familiar with our school and procedures.

Criminal background check completed, approved and on file \_\_\_\_ Yes (Checked off by Secretary)

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

# McKenzie School District 68

Code: IICC  
Adopted: 1/17/18  
Revised/Readopted: 3/12/19  
Orig. Code: IICC

## Volunteers

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any person authorized by the district for volunteer service will be required to undergo an Oregon criminal records check.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Nonexempt employees<sup>1</sup> may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services<sup>2</sup> as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.<sup>3</sup>

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

END OF POLICY

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Legal Reference(s): ORS Chapter 243  
ORS 326.607  
ORS 332.107  
  
OAR 839-020-0005  
HB 2992 (2017)  
  
Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Cross Reference(s):  
  
GCDA/GDDA - Criminal Records Checks and Fingerprinting

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<sup>1</sup> There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50 percent of the employee's time.

<sup>2</sup> Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

<sup>3</sup> Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisers for cheerleading and other district-sponsored activities for FLSA district impact.

# McKenzie School District 68

Code: KK  
Adopted: 7/19/00  
Revised/Readopted: 4/17/19  
Orig. Code: KK

## Visitors to District Facilities\*\*

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. Such visitations should be encouraged, arranged, and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students and staff.

The district is responsible for the schools' supervision and administration. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must report to the school office upon entering school property.

Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Law enforcement may be called if the situation warrants such measures.

Students will not be permitted to bring visitors to school without prior approval of the principal.

1. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.
2. Visitors must not contact individual students except as authorized by the principal and/or teachers.
3. When in the interest of orderly educational programs and the safety of students it is determined by the principal that some specific visitor or visitors shall not be permitted to enter the school facilities, the principal shall do the following:
  - a. Advise the person that he/she is refused admission and give that person an explanation for the refusal;
  - b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.
4. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.

A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct would conflict with Board policies, district or building regulations or would violate the law.

5. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The principal's office should be notified of any direction to leave and given a copy of any written notice.
6. Those who insist on remaining despite a principal's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to

law enforcement. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon law.

7. Any visitor who believes that he/she has had a visit unfairly limited, may request a meeting with the superintendent. The superintendent shall meet with the visitor, investigate the dispute, and render a written decision. The superintendent's decision may be appealed to the Board.

Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school-sponsored event or on the way to and from school, shall be reported immediately to the principal and the superintendent. The superintendent shall immediately contact any student or staff member involved.

END OF POLICY

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**Legal Reference(s):**

ORS 164.245  
ORS 164.255  
ORS 166.025  
ORS 166.155 to -166.165  
ORS 332.107  
ORS 339.327

**Cross Reference(s):**

BG - Board-Staff Communications