LANE COUNTY SCHOOL DISTRICT 71

Lowell/Fall Creek

www.lowell.k12.or.us

Scott Yakovich Superintendent/Principal 541-937-5095 syakovich@lowell.k12.or.us



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Michelle Stephens Director of Human Resources and Communications 541-937-5095 stephens@lowell.k12.or.us

Thank you for volunteering with the Lowell School District! Your time and commitment to our students are priceless and our appreciation endless. In our effort to maintain a safe and healthy environment for our students, we require volunteers to pass background and, if required, fingerprint checks. We also have training requirements to ensure our volunteers have knowledge of laws and policies related to their roles as volunteers.

Prior to starting as a volunteer with the Lowell School District, you must complete the forms attached including the authorization for a background check, complete your fingerprint process (if required) and complete all training. Upon completion of training, background check and (if required) fingerprinting, please turn in copies of your training certificates and receipts from fingerprinting costs. You will be reimbursed for all fees related to this process.

☐ To access training, please go to https://pacetraining-or.safeschools.com/login

- Click on the box to register.
 - o Create a username and provide your name.
 - o Choose Lowell School District from the drop-down box.
 - o The code to enter is 093efff6.
 - o This will take you to the screen that will lead you through your training. If
 - o you would like to leave and come back, just log in with the username you
 - o created. Do not create a new account or you will lose your progress.
 - o When complete, print off your training certificates and return those to the
 - o front office.

☐ Please fill out the attached forms of	and return them to the front office
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 $\hfill\square$ Please review the attached information and policies regarding mandatory reporting.

If you have questions regarding any of the above requirements, please contact Michelle Stephens at 541.937.5095.

LOWELL SCHOOL DISTRICT 71 LOWELL JR/SR HIGH VOLUNTEER FORM

VOLUNTEE	ER INFORMATION	
Volunteer Name:	Student Name:	
Student Grade:	Student Teacher:	
Primary Phone:		
Timidiy Filone.	Linui Address.	
VOLUNTEERI	NG OPPORTUNITIES	
Please mark your areas of interest below and specify the grade levels you would most like to work with:		
Any Grades Kindergarten Grade 1 Grade 2 G	Grade 3 Grade 4 Grade 5 Grade 6 Grades 7-12	
SCHOOL-WIDE OPPORTUNITIES	CLASSROOM OPPORTUNITIES	
Assist in Main Office	Serve as Class Parent	
Assist in School Library	Help with start-of-year classroom setup	
Provide in-kind resources (Business / Special skill)	Help in the classroom during school year	
☐ Make a presentation to a class	Serve as grade-level PTO Representative	
■ Monitor students on the playground	☐ Tutor Reading, Writing, Science, Math, or Social Sciences	
Serve as community resource (Detail in comments)	Read with a classroom or individual student	
☐ Take pictures at school events for district media	☐ Cut out shapes and/or die-cuts	
☐ Coordinate school awards, medals, and certificates	Assist teacher with art lessons	
Work sporting events admission and or concessions	Help with setting up class bulletin boards	
☐ Parent-Teacher Organization membership*	Help teacher with copying or print needs	
Assist with monthly can food drive		
☐ Coaching **Please see AD for additional information		
ONE-TIME OPPORTUNITIES – FALL	ONE-TIME OPPORTUNITIES – SPRING	
☐ Back to School Night	☐ Field Day / Fun Day	
School Picture Day	Spring Picture Day	
☐ Dental and Vision Screening Day	Read Across America Day	
Fall Book Fair	☐ Spring Book Fair	
Fall Family Night	☐ Serve on Planning Committee	
Fall STEM Night	School Beautification Day	
AT-HOME OPPORTUNITIES	TEACHER APPRECIATION WEEK – MAY	
Assist with Community Grant Writing	Assist with Teacher Appreciation Week activities	
Trim and count box tops, laminated items and labels	Donate teacher appreciation items	
Serve as Webmaster for PTO Website	Donate food items for Teacher Appreciation Week	
Edit or contribute to monthly PTO E-Newsletter	Act as Teacher Appreciation Week coordinator	
Edit of contribute to monthly FTO E-Newsletter	Act as reacties Appreciation week coordinator	
	School District, but would like to be involved in the future, you can es below. We will contact you whenever we are in need of additional	
Add me to On-Call list for volunteering at school	☐ Add me to On-Call list for volunteering from home	
Volunteer Comments:		

OREGON DEPARTMENT OF **EDUCATION** Public Service Building 255 Capitol Street NE Salem, Oregon 97310

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

Pupil Transportation and Fingerprinting Unit 503-947-5600

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 Lic	cense/Identification Card No.:			
denial. If you do provide the numbe	er on this form is voluntary. If you choo r, the Oregon Department of Education our social security number will be used	will use it as an additional id	lentifier to search for any crimi	nal record you ma	
Mailing Address:					
Full Street Address	Post Office Box				
Citv [.]	State:		7in + 4 [.]		
	nor or felony crimes DO NOT au removed from your record and y				
	onvicted of ANY crimes listed unde Oregon or a similar crime in anothe				
2. A crime includes a felony	or misdemeanor. Have you EVEF major traffic violations (including I	R been convicted of ANY	other crime NOT included in	n the list under	
	inspect and challenge the accurac Dregon State Police directly under			State Police	
	on Department of Education permise of pre-employment and/or volunte				
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
163.107	Murder in the First Degree		in Live Show
163.115	Murder in the Second Degree		
163.185	Assault in the First Degree	167.075	Exhibiting an Obscene Performance to a
163.235	Kidnapping in the First Degree		Minor
163.355	Rape in the Third Degree	167.080	Displaying Obscene Materials to Minors
163.365	Rape in the Second Degree	167.090	Publicly Displaying Nudity or Sex for
163.375	Rape in the First Degree		Advertising Purposes
163.385	Sodomy in the Third Degree	475.808	Unlawful manufacture of hydrocodone within
163.395	Sodomy in the Second Degree		1,000 feet of school
163.405	Sodomy in the First Degree	475.810	Unlawful delivery of hydrocodone
163.408	Unlawful Sex Penetration in the Second	475.812	Unlawful delivery of hydrocodone within
	Degree		1,000 feet of school
163.411	Unlawful Sex Penetration in the First Degree	475.818	Unlawful manufacture of methadone within
163.415	Sexual Abuse in the Third Degree		1,000 feet of school
163.425	Sexual Abuse in the Second Degree	475.820	Unlawful delivery of methadone
163.427	Sexual Abuse in the First Degree	475.822	Unlawful delivery of methadone within 1,000
163.432	Online Sexual Corruption of a Child in the		feet of school
	Second Degree	475.828	Unlawful manufacture of oxycodone within
163.433	Online Sexual Corruption of a Child in the		1,000 feet of school
	First Degree	475.830	Unlawful delivery of oxycodone
163.435	Contributing to the Sexual Delinquency of a	475.832	Unlawful delivery of oxycodone within 1,000
	Minor		feet of school
163.445	Sexual Misconduct	475.848	Unlawful Manufacture of Heroin within 1,000
163.465	Public Indecency		Feet of School
163.515	Bigamy	475.852	Unlawful Delivery of Heroin within 1,000
163.525	Incest		Feet of School
163.547	Child Neglect in the First Degree	475.868	Unlawful Manufacture of 3, 4-
163.575	Endangering the Welfare of a Minor		Methylenedioxymethamphetamine within
163.670	Using Child in Display of Sexually Explicit		1,000 Feet of School
	Conduct	475.872	Unlawful Delivery of 3, 4-
163.675	Sale of Exhibition of Visual Reproduction of		Methylenedioxymethamphetamine within
	Sexual Conduct by Child		1,000 Feet of School
163.680	Paying for Viewing Sexual Conduct	475.878	Unlawful Manufacture of Cocaine within
	Involving a Child		1,000 Feet of School
163.684	Encouraging Child Sex Abuse in the First	475.880	Unlawful Delivery of Cocaine
	Degree	475.882	Unlawful Delivery of Cocaine within 1,000
163.686	Encouraging Child Sex Abuse in the Second		Feet of School
	Degree	475.888	Unlawful Manufacture of Methamphetamine
163.687	Encouraging Child Sex Abuse in the Third		within 1,000 Feet of School
	Degree	475.890	Unlawful Delivery of Methamphetamine
163.688	Possession of Materials Depicting Sexually	475.892	Unlawful Delivery of Methamphetamine
	Explicit Conduct of a Child in the First		within 1,000 Feet of School
	Degree	475.904	Unlawful Manufacture or Delivery of
163.689	Possession of Materials Depicting Sexually		Controlled Substance within 1,000 Feet of
	Explicit Conduct of a Child in the Second		School
	Degree	475.906	Penalties for Distribution to Minors
164.325	Arson in the First Degree	161.405	Attempt to Commit Any of the Above-Listed
164.415	Robbery in the First Degree		Crimes
166.005	Treason		
166.087	Abuse of Corpse in the First Degree		
167.007	Prostitution		
167.008	Commercial Sexual Solicitation		
167 012	Promoting Prostitution		

167.012 Promoting Prostitution 167.017 Compelling Prostitution 167.057 Luring a Minor

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

	SCHOOL DISTRICT		
DOES NOT TOLERATE CHILD ABUSE OR SEXUAL CONDUCT IN ANY FORM			
<u>PREVENTION</u>			
The	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.

- 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:

- Performing back rubs on students
- Touching students frequently
- Exchanging romantic gifts or communications with a student
- 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)
- Intentionally invading the student's privacy

- Kissing students
- Commenting on students' bodies or appearance in a sexual manner
- Videotaping or photographing a student in revealing poses
- Sharing one's own sexual exploits or marital difficulties
- Using email, text messaging or instant messaging 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 administer 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. A contractor, agent or volunteer may be removed from their position based on information of sexual conduct and/or child abuse.

OBLIGATIONS OF SCHOOL CONTRACTORS, AGENTS AND VOLUNTEERS TO REPORT ABUSE AND SEXUAL CONDUCT

ALL CONTRACTORS, AGENTS AND VOLUNTEERS are required to report all known or suspected incidents of abuse and sexual conduct to a school administrator. Failure to report known or suspected incidents of abuse and sexual conduct may lead to termination of your contract with the District, termination of your right to volunteer with the District, and/or trespass from all school property and events.¹

¹ This Section is optional. The District should review contract and consult with legal counsel.

APPROPRIATE ELECTRONIC COMMUNICATIONS WITH STUDENTS

Policy JHFF/GBNAA requires that any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or 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 a contractor, agent or volunteer for the district is _______.

See attached district policy JHFF/GBNAA Reporting Requirements for Suspected Sexual Conduct with Students for more detail regarding these reporting obligations.

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.

² Choose "strongly discouraged" or "prohibited" - whatever language that matches the language in District policy JHFF "Reporting Requirements for Suspected Sexual Conduct with Students."

Lowell School District 71

Code: GBNAA/JHFF

Adopted: 1/24/22 Orig. Code: JHFF

Suspected Sexual Conduct with Students and Reporting Requirements

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

⁴"Sexual conduct," means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a 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 a student's educational performance, or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact 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; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

"Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of 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.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that

¹ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ This definition of "sexual conduct" affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the High School Principal who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

- 1. A description of conduct that may constitute sexual conduct;
- 2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
- 3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district 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 a contractor, agent or volunteer for the district is prohibited.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 339.370 - 339.400

ORS 419B.005 - 419B.045

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018). House Bill 2136 (2021). Senate Bill 51 (2021).

Cross Reference(s):

GBN/JBA - Sexual Harassment

GCAB - Personal Electronic Devices and Social Media - Staff

IIBGA - Electronic Communications System

JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying,

Teen Dating Violence, or Domestic Violence – Student

JHFE - Reporting of Suspected Abuse of a Child

JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements