



VOLUNTEER HANDBOOK



The Klamath County District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination:

Mark Greif, Director of Human Resources and Title IX coordinator, greifm@kcsd.k12.or.us
541-851-8751 | 2845 Greensprings Dr, Klamath Falls, OR 97601

Revised July 2020

SCHOOL DIRECTORY

Bonanza School	(541) 545-6581	PO Box 128, 31610 Mission St. Bonanza, OR 97623-0128
Brixner Junior High	(541) 883-5025	4727 Homedale Road Klamath Falls, OR 97603-8199
Chiloquin Elementary	(541) 783-2338	PO Box 375, 548 2 nd Ave. Chiloquin, OR 97624-0375
Chiloquin Jr/Sr High	(541) 783-2321	PO Box 397, 300 Elm St. Chiloquin, OR 97624-0397
Falcon Heights Acad.	(541) 883-6699	8205 Hwy 39 (Great Basin Home School) Klamath Falls, OR 97603-4006
Ferguson Elementary	(541) 883-5036	2901 Homedale Rd. Klamath Falls, OR 97603-6898
Gearhart Elementary	(541) 353-2417	PO Box 47, 61100 Metler St. Bly, OR 97622-0047
Gilchrist School	(541) 433-2295	PO Box 668, 201 Mountain View Dr. Gilchrist, OR 97737-0668
Henley Elementary	(541) 883-5038	8205 Highway 39 Klamath Falls, OR 97603-9798
Henley High	(541) 883-5040	8245 Highway 39 Klamath Falls, OR 97603-9797
Henley Middle	(541) 883-5050	7925 Highway 39 Klamath Falls, OR 97603-9799
Keno Elementary	(541) 883-5055	PO Box 180, 11110 Keno-Worden Rd Keno, OR 97627 -0180
Transitions (KCTP)	(541) 885-3361	8633 Highway 39 Klamath Falls, OR 97603
Lost River Jr/Sr High	(541) 798-5666	23330 Highway 50 Merrill, OR 97633-9706
Malin Elementary	(541) 723-2261	PO Box 25, 2153 3 rd St. Malin, OR 97632-0025
Mazama High	(541) 883-5024	3009 Summers Ln. Klamath Falls, OR 97603-6705
Merrill Elementary	(541) 798-5723	PO Box 468, 406 W 2 nd St. Merrill, OR 97633-0468
Peterson Elementary	(541) 883-5058	4856 Clinton Ave. Klamath Falls, OR 97603-7499
Shasta Elementary	(541) 883-5060	1951 Madison St. Klamath Falls, OR 97603-5191
Stearns Elementary	(541) 883-5063	3641 Crest St. Klamath Falls, OR 97603-7399

Welcome!

The Klamath County School District Volunteer Program is a district-wide program with volunteers in every school. The purpose is to:

- Help teachers and other staff in ways that are specifically requested by them.
- Provide opportunities for all community members to serve as volunteers in our schools in ways that are appropriate for them.
- Provide enrichment of the learning experience for all students, Pre-K-12.
- Use a system of placing volunteers that helps put each individual where he or she is most useful.
- Serve as a communications network between the schools and community.

The safety and welfare of our students are of primary importance. The school district conducts criminal history checks on all employees, volunteers, as well as high school and college students who work with our students. All volunteers must complete a Volunteer Application and a Criminal History Verification Information form before they can volunteer in our schools.

Volunteer Procedures

Becoming a volunteer for the Klamath County School District is easy – and once your application is approved, you will not be required to have another background check done for five academic years. However, each year you will be required to fill out a new Criminal History Verification of Volunteers Form and acknowledge that you have read and understand the Volunteer Handbook to be approved to Volunteer.

Approval of your application can take several weeks ,so be sure to apply well before the activity for which you wish to volunteer.

The below are the steps you will need to take to become a Volunteer:

1. Speak to the school in which you would like to volunteer to see if there is a need. If there is a need, the school will provide you with a Criminal History Verification of Volunteers Form to complete.
2. Read this **Volunteer Handbook**. A link to the handbook can be found online. KCSD Homepage/Employment/Volunteer.
3. Complete the **Criminal History Verification of Volunteers Form**. Verify that you have read and understand this Volunteer Handbook and turn the form back in to the school for Administrator signature and processing.
4. Once you are approved you are eligible to volunteer at any Klamath County School District School for a period of 5 years. However, each year you will be required to fill out a new Criminal History Verification of Volunteers Form and acknowledge that you have read and understand the Volunteer Handbook.

All information will be handled in a professional and confidential manner. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district. **The Klamath County School District reserves the right to deny permission to volunteer.**

Volunteer Responsibilities

1. Commitment, Dependability, and Punctuality

Volunteers must carefully consider the time commitment to create a balance between volunteering and their personal lives. We rely and depend on our volunteers. If you are not able to come on your scheduled day or time, please call the school so adjustments can be made.

2. Dress

Volunteers should dress in a manner consistent with their assigned duties. Volunteers should dress in a manner that communicates pride in personal appearance to students.

3. Level of Involvement

Paid staff are, by law, legally responsible for the overall management and operation of the school and its programs. Volunteers support the school and its programs unless asked by the principal to serve on a decision-making committee. Volunteers must follow teacher and staff directions. The school environment is constantly changing. For our volunteers, this requires an attitude of mutual respect, flexibility, and a willingness to work together.

4. Maintaining Appropriate Boundaries

Volunteers closely involved with students must understand the difference between appropriate and inappropriate interactions. Volunteers must engage in appropriate interactions with students at all times and be aware of avoiding interactions that could appear inappropriate. Appropriate interactions are those that create a safe environment in which students may grow, learn, seek help in solving conflicts and develop social skills. Inappropriate interactions cross the boundaries separating student from adult needs and could create a relationship that becomes peer-to-peer rather than adult-to-student.

5. Student Privacy

While working at school, volunteers may be exposed to information and overhear conversations that must be kept confidential. It is vital that volunteers understand the importance of not sharing with others what they see and hear at school. The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects student privacy. Some examples of information protected under FERPA include details about a student's:

- Health
- Behavior
- Discipline
- Academic Performance
- Family or Living Situation

FERPA also protects the rights of families to deny permission of photographs or videos to be taken of students while at school or while involved in school activities. Should you wish to photograph an event or activity, you must first get permission from the school administrator.

Any questions, concerns, or comments about confidential information should be directed to the building administrator.

6. Harassment and Bullying

The District is committed to providing a safe, positive, and productive learning environment for all students. Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Staff, students and third parties whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal or expulsion. Volunteers play a valuable role in helping to create and maintain this safe school environment. Immediately report all suspected acts of harassment and bullying to a school staff member. All reports will be investigated by the school administrator.

7. Mandatory Reporting of Abuse

District employees, volunteers, contractors, and agents are mandatory reporters of all reasonable suspicion that abuse of a child has occurred. Oregon law recognizes these types of abuse: physical, neglect, mental injury, threat of harm, sexual abuse, and sexual exploitation. If you become aware of suspected abuse of a child, immediately report your concerns to an administrator, school counselor, or teacher.

THE KLAMATH COUNTY SCHOOL DISTRICT DOES NOT TOLERATE CHILD ABUSE OR SEXUAL CONDUCT IN ANY FORM

PREVENTION

The Klamath County 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
- Kissing students
- Communicating 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
- Sharing one's own sexual exploits or marital difficulties
- 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
- 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 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 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. 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.

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 strongly discouraged. See 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.

8. Student Discipline

Volunteers may not discipline students. Any disciplinary matters should be reported to a school staff member.

Klamath County schools are Positive Behavior Interventions and Support (PBIS) schools. PBIS schools value the positive behavioral choices students make daily and are focused on preventing poor choices through education and preventative school supports. Please let students know when you see them being safe, respectful and responsible. If issues arise regarding student behavior, let an employee of the school know so they can assist with appropriate responses.

9. Dismissal of Students

Only school staff may dismiss students from school. Students who must leave school early for any reason must receive permission from the school office and sign out before leaving.

10. Personal Electronic Devices

Please speak to the school administrator about where and when cell phones and other personal electronic devices (PEDs) may be used by volunteers. PEDs shall be silenced during instructional or class time, while on duty, or at any other time where the use of the device would cause a disruption of school activities or interfere with work assignments. PEDs that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities unless expressly authorized by the principal or designee for use directly related to and consistent with the employee's assigned duties.

11. Arriving and Departing from Schools

Volunteers are required to check in and out of the school office, and to wear a badge at all times.

Safety Response

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

Our district uses a Standard Response Protocol (SRP) for safety. The SRP includes the following actions: lockout, lockdown, evacuate, shelter, and hold.

- Lockout – “Lockout, Get inside. Lock outside doors,” students are brought inside, windows and doors are locked, no outside activities, business as usual inside the building, and increased situational awareness until all clear.
- Lockdown – “Lockdown, Locks, Lights, Out of Sight” when a threat or hazard is inside the school building, maintain silence and wait for First Responders to open locked doors.
- Evacuate – “Evacuate to the (Announced Location),” move students to another location within the school or outside the school to the evacuation location.
- Shelter – “Shelter for (Hazard using a Safety Strategy),” conditions outside are unsafe due to weather or other hazards and personal protection is necessary.
- Hold – “Hold, In your Classroom” when the hallways need to be cleared. For example, if a student or staff experience a medical emergency while at school, a hold would be called to allow emergency personnel to respond.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



School District Responsibilities

Orientation and Training

The building administration is responsible for the recruitment, use, coordination, and training of volunteers. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the safety, welfare, and educational growth of students.

Supportive Environment

The Klamath County School District is dedicated to making your volunteer experience one that you will choose to repeat over and over. Here are some ways we will work to accomplish this goal:

1. We will do our best to keep you informed of school needs through newsletters, emails, and telephone calls.
2. We will contact you with any changes to your scheduled volunteer job.
3. We will treat you with respect and courtesy. We will strive not to put you in a position or situation that will either make you uncomfortable or harm you in any way.

Frequently Asked Questions

What is a volunteer?

A volunteer is someone who provides assistance to our school staff to help meet the needs of students and the educational goals of the Klamath County School District.

Who must complete the Volunteer Criminal History Verification process?

Any person who works with or around children in our schools in the following capacities, including but not limited to, volunteers, coaches or team activities advisors, scorekeepers, school committee members, before and after school programs, athletic camps, mentors, chaperones, classroom and office aides, and those who help with any other school program, will be required to complete the volunteer criminal history verification process prior to beginning their volunteer service.

What type of criminal background information may prevent a volunteer from working in schools? Sex-related crimes; crimes or violations involving violence or threat of violence that include harassment; restraining or stalking orders; criminal activity involving drugs, alcohol, or weapons; crimes or violations involving theft; and recent criminal activity may disqualify an individual from volunteering in our schools. The Director of Human Resources will review background checks that

include these types of crimes to determine whether or not a volunteer will be allowed to work in schools.

When can a volunteer applicant begin to volunteer?

An individual may begin volunteer work after completing the Criminal History Verification process with final approval from the Human Resources Department. We encourage volunteers to complete this process, along with the Volunteer Application, well before they intend to begin volunteering as the process can take several weeks.

Does the applicant need to disclose their Social Security Number?

No, a Social Security number is not needed.

How do I find out if the results of my Criminal History Verification will permit me to volunteer?

You may contact the school where you wish to volunteer to find out if you have been cleared. The Human Resources Department will notify the applicant if additional information is required.

How often are criminal history backgrounds re-checked?

Volunteers are cleared to volunteer for five years. However, Volunteers are required to fill out a new form each year for re-approval and verification that they have read and understand the Volunteer Handbook.

Who should I contact if I have questions about the process?

You can contact either the school where you wish to volunteer or the Klamath County School District Human Resources Department.

IT IS THE RESPONSIBILITY OF KLAMATH COUNTY SCHOOL DISTRICT VOLUNTEERS TO REVIEW THE FOLLOWING SCHOOL BOARD POLICIES

Volunteers

<http://policy.osba.org/klamathcty/I/IICC%20D1.PDF>

Staff Dress and Grooming

<http://policy.osba.org/klamathcty/G/GBCA%20D1.PDF>

Personal Communication Devices and Social Media – Staff

<http://policy.osba.org/klamathcty/J/JFCEB%20D1.PDF>

Tobacco Free Environment

http://policy.osba.org/klamathcty/G/GBK_KGC%20D1.PDF

Drug Free Workplace

<http://policy.osba.org/klamathcty/G/GBEC%20R%20D1.PDF>

Bullying and Harassment

<http://policy.osba.org/klamathcty/G/GBNA%20D1.PDF>

Sexual Harassment

http://policy.osba.org/klamathcty/J/JBA_GBN%20D1.PDF

Nondiscrimination

<http://policy.osba.org/klamathcty/AB/AC%20D1.PDF>