



**KLAMATH COUNTY SCHOOL DISTRICT**

2845 Greensprings Drive  
Klamath Falls, OR 97601  
(541) 851-8751 or 8752  
FAX: (541) 885-3358

Web Address: [www.kcsd.k12.or.us](http://www.kcsd.k12.or.us)

DATE

An Equal Opportunity Employer

**VOLUNTEER COACH APPLICATION**

<b>NAME</b>				<b>SOCIAL SECURITY</b>	
	Last	First	Middle Initial		XXX - XX - XXXX
<b>STREET ADDRESS</b>				<b>TELEPHONE NUMBER</b>	
	Mailing (Street/P.O. Box)				Area Code XXX-XXXX
	City	State	Zip	<b>E-mail (if available)</b>	

**POSITION IN WHICH YOU WOULD LIKE TO VOLUNTEER**

**SPECIFIC POSTING/LOCATION:**

**SPORT YOU WISH TO COACH:**

**AFFIRMATIVE ACTION INFORMATION (Optional)**

CIRCLE BOY / GIRL

FOOTBALL

VOLLEYBALL

XCNTY/TRACK

BASKETBALL  B / G

WRESTLING

BASEBALL

SOFTBALL

OTHER \_\_\_\_\_

This information is to ensure equal opportunity under an affirmative action program.

**1. Race or Cultural Group:**

American Indian/Alaskan Native  Hispanic (Specific) \_\_\_\_\_

Asian/Pacific Islander  White

Black  Other: (Please specify) \_\_\_\_\_

**2. Sex:**  Male  Female

**3. Date of Birth\*:** \_\_\_\_\_

**4. Veteran:**  Yes  No

\*You must be at least 21 years of age to be a volunteer with the KCSD.

**EDUCATIONAL TRAINING**

COACHING POSITIONS WITH THE KCSD REQUIRE A HIGH SCHOOL DIPLOMA OR G.E.D. EQUIVALENT.

	NAME OF SCHOOL	LOCATION	DATES (INCLUSIVE)	DEGREE/DIPLOMA /STATUS	DATE RECEIVED
HIGH SCHOOL					
COLLEGE					
OTHER					

**VOLUNTEER COACHES IN THE KCSD ARE SUBJECT TO A CRIMINAL RECORDS CHECK.**

**SUPPLEMENTAL INFORMATION**

**YOUR CURRENT EMPLOYMENT:** \_\_\_\_\_

**LIST YOUR ATHLETIC PARTICIPATION, COACHING BACKGROUND AND/OR EXPERIENCE THAT YOU FEEL QUALIFIES YOU FOR COACHING:** \_\_\_\_\_

**DO YOU HAVE A VALID FIRST AID CARD? (circle one) Yes No**

**PERSONAL REFERENCES**

Please choose those persons who are qualified to answer concerning your fitness for the position(s) you seek. Include persons under whom you have worked and know your ability and character.

NAME	ADDRESS	TELEPHONE	POSITION

## CRIMINAL HISTORY VERIFICATION OF APPLICANTS

A. Have you ever been convicted of a sex-related crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If **YES**, was the conviction in Oregon or in another state?  
Please specify if in another state: \_\_\_\_\_  
If **YES**, did the crime involve force or minors? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Have you ever been convicted of a crime involving violence or the threat of violence? Yes \_\_\_\_\_ No \_\_\_\_\_  
If **YES**, was the conviction in Oregon or in another state?  
Please specify if in another state: \_\_\_\_\_

C. Have you ever been convicted of a crime involving criminal activity in drugs or alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_  
If **YES**, was the conviction in Oregon or in another state?  
Please specify if in another state: \_\_\_\_\_

D. Have you ever been convicted of any other crime except a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

E. Have you ever been arrested for a crime for which there has not yet been an acquittal or dismissal? Yes \_\_\_\_\_ No \_\_\_\_\_

I **GRANT PERMISSION** to the Klamath County School District to check civil or criminal records relating to any statement I have made above.

I **HEREBY** verify that I have read the attached Abuse and Sexual Conduct Information and Reporting Requirements document.

## VOLUNTEER GUIDELINES

Volunteer coaches are subordinate to the Head Coach and must recognize the leadership of the Head Coach of the sport. Volunteers are asked to maintain a professional attitude by respecting the confidentiality of all information and activities related to students and other personnel in the school. Volunteers are asked to abide by the same school district policies pertaining to appropriate behavior as school employees, student athletes, and other coaching staff including, but not limited to, smoking, profanity, discipline and the promotion of personal religious doctrine. All volunteer coaches will be required to have current KCS D identified certifications and all OSAA applicable certifications before contact with any participants. Klamath County School District does **not** provide Workers' Compensation Insurance Coverage or Medical Insurance Coverage for volunteers.

I HEREBY certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. Further, I give consent to the Klamath County School District to inquire about the accuracy of the information I have provided on this application. By signing below, I give consent for the pre-employment requirements listed above and a criminal history check. I understand that the misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal as a volunteer.

I FURTHER APPLY to Klamath County School District for a volunteer coaching position. If selected, I will faithfully carry out my duties according to the laws of the State of Oregon and Policies and Procedures of the Klamath County School District.

\_\_\_\_\_  
**Signature of Volunteer Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Principal/Athletic Director**

\_\_\_\_\_  
**Date**

**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.

## **SCHOOL DISTRICT CONTACT:**

Director of Human Resources  
2845 Greensprings Drive, Klamath Falls, OR 97601  
Phone: 541-883-5000

**Please note that civil and criminal remedies that are not provided by the school or district may be available through the legal system and those remedies may be subject to statute of limitations.**