



Knappa School District
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VOLUNTEER



Background Check Procedure
Field Trip Procedure
Overnight Trip Procedure
Required Paperwork

March 2019

Effective January 1, 2018, any public school, education service district, or public charter school volunteer who will have direct, unsupervised contact with school children must undergo a criminal background check. ORS 326.607 was amended to include this language and to add that schools can require a nationwide criminal records check as well if so desired. The criminal records check is done through NWRESA using the Law Enforcement Data System. A volunteer is required to fill out the appropriate paperwork and submit to the district office. The district office then submits the paperwork to NWRESA and it can take up to a week to get results.

If you volunteer in the classroom or on the athletic field or are planning to be around school children in any capacity you must have a current background check before doing anything associated with children.

Knappa School District also has policy in place: GCDA/GDDA-AR. The policy states in essence that any volunteer is required to undergo a background check.

It is recommended that background checks are in effect for two years, but it is always a good idea to check every year to ensure your background check is current. Please check with the district office regarding your background check if you are unsure.

Volunteers who have background checks that include: assault charges, sexual misconduct with a minor, pornography, rape of a minor, or any offense that deals with a minor child will not be allowed to volunteer or be around school children. Offenses including the sale or distribution of drugs or illegal substances will also be treated in the same manner.

Volunteers must fill out the attached paperwork and return it to the district office, or the school personnel they are volunteering for or the head coach or athletic director in order to be processed.

Volunteers will be notified of their status to work with school children in a timely manner.

Thank you for your interest in volunteering for Knappa School District.

Field Trip Check list for Volunteers and Chaperones

Chaperone/Volunteer Name _____ Date of Event _____

Group or Grade Level _____ Destination or Activity _____

Please initial each point below and return to person in charge at the end of the activity.

_____ Listen to and follow the rules, consequences and expectations of the teacher, advisor, administrator or coach leading the field trip or event.

_____ Set up your expectations with the group of students you are assigned to with staff help. (i.e. everyone stays together, listen to the adult and follow the instructions given, respect others, etc.)

_____ Pay attention to your students and be with them at all times.

_____ Know where the students you are assigned to, are at all times.

_____ Make sure students are following the school bus rules if being transported.

_____ Actively supervise on the bus trip.

_____ Do a head count of all students assigned to you each time the bus stops or you are at an activity.

_____ Make sure boys and girls are separated, if that is the expectation of the teacher.

_____ Follow the itinerary the teacher, advisor, administrator or coach has provided.

_____ Eat meals with your assigned students. (sack lunch or dinner out)

_____ Check in with the teacher, etc. periodically throughout the day.

_____ Make sure all students are accounted for at the end of the trip and turn them over to the teacher, coach, etc.

_____ Make sure students follow school and classroom rules at all times.

(Chaperone/Volunteer Signature)

(Date)

Thank you for helping with our field trip today!!!!

Over Night Check list for Volunteers and Chaperones

Chaperone/Volunteer Name _____ Date(s) of Event _____

Group or Grade Level _____ Destination or Activity _____

Please initial each point below and return to person in charge at the end of the activity.

- _____ Listen to and follow the rules, consequences and expectations of the teacher, advisor, administrator or coach leading the field trip or event.
- _____ Set up your expectations with the group of students you are assigned to with staff help. (i.e. everyone stays together, listen to the adult and follow the instructions given, respect others)
- _____ Pay attention to your students and be with them at all times.
- _____ Know where the students you are assigned to, are at all times.
- _____ Make sure students are following the school bus rules if being transported.
- _____ Actively supervise on the bus trip.
- _____ Do a head count of all students assigned to you each time the bus stops or you are an activity.
- _____ Make sure boys and girls are separated, if that is the expectation of the teacher.
- _____ Follow the itinerary the teacher, advisor, administrator or coach has provided.
- _____ Eat meals with your assigned students together as a group. (sack lunch or dinner out)
- _____ Check in with the teacher, coach etc. periodically throughout the trip.
- _____ Make sure all students are accounted for at the end of the trip and turn them over to the teacher, coach, etc.
- _____ Make sure students follow school and classroom rules at all times.
- _____ Ensure students do not have game consoles.
- _____ Students are to be monitored at all times in hotels, motels. Chaperones will rotate duty during the night time hours to ensure students stay in their rooms after lights out.
- _____ Halls and rooms of students are to be monitored, doors to remain open during waking hours.

(Chaperone/Volunteer Signature)

(Date)

Thank you for helping with our overnight trip!!

KNAPPA HIGH SCHOOL STUDENT OVERNIGHT TRAVEL PROCEDURES

1. Overnight travel trips are sanctioned events sponsored by Knappa High School. This means that all school policies (Student-Parent Handbook, Athletic Department Handbook, Faculty Handbook) are to be enforced on said trips, and participants (athletes, coaches & parents) will be held to the rules and regulations outlined in each.
2. Athletes shall stay in a team room. Exceptions to this rule may be granted by the Head Coach.
3. Athletes staying with their parents will abide by all the same rules & regulations set forth by Knappa High School and specific teams (curfew, team meetings, etc.)
4. The coaching staff has the responsibility of room assignments & supervision of all team rooms. Athletes may not switch rooms for any reason without approval from the Head Coach.
5. The Head Coach will communicate a set curfew each night, as well as a proper time in the morning when athletes may be out of their rooms. The coaching staff will enforce this time with hallway & room checks. Athletes that violate curfew rules will face disciplinary action consistent with their actions.
6. **No fraternization between genders will take place inside of a hotel room.** Any visiting between genders will take place in the hallway outside of the hotel room or in the hotel lobby with adult supervision.
7. No congregation of large groups of players inside a single hotel room unless there is a team meeting held by a member of a coaching staff, or special circumstances approved by the Head Coach.
8. Athletes may not leave the premises of the hotel unless they are accompanied by an adult. If an athlete is going to leave an event, the hotel or any other team activity they must get prior approval from the Head Coach. The coaching staff should know the whereabouts of each athlete at all times.
9. The coaching staff will communicate these travel policies, team rules & the Knappa High School Drug/Alcohol policy with all student-athletes and parents prior to departure for the trip.
10. Any behavior that takes place on a trip that violates school policy must be communicated to school administration (Athletic Director) immediately following the events. The Athletic Director will forward this information to the Principal for proper disciplinary action.

Student-Athlete Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Volunteer Background Check Checklist

Thank you for wanting to volunteer for Knappa School District. ORS 326.607 requires that any public school, education service district, or public charter school volunteer who will have direct, unsupervised contact with school children must undergo a criminal background check. ORS 326.607 was amended to include this language and to add that schools can require a nationwide criminal records check as well if so desired. The criminal records check is done through NWRESA using the Law Enforcement Data System. A volunteer is required to fill out the appropriate paperwork and submit to the district office. The district office then submits the paperwork to NWRESA and it can take up to a week to get results.

Please use this checklist to ensure that you have all of the requirements completed before you volunteer in a classroom or on the athletic field or anywhere students may be.

- _____ Notify the teacher, coach, administrator or person in charge of the activity that you would like to volunteer.
- _____ Check at the district office to see if your background check is current. If not:
- _____ Fill out the required paperwork. Please see attached.
- _____ Turn your paperwork into the district office so they can begin the background check. The check is done through the Law Enforcement Data System.
- _____ Take any other required training such as athletic training or online training. (see teacher, athletic director, head coach or administration)
- _____ Wait a week and then contact the district office to see if you have passed the background check.
- _____ Enjoy helping students during the planned activity.