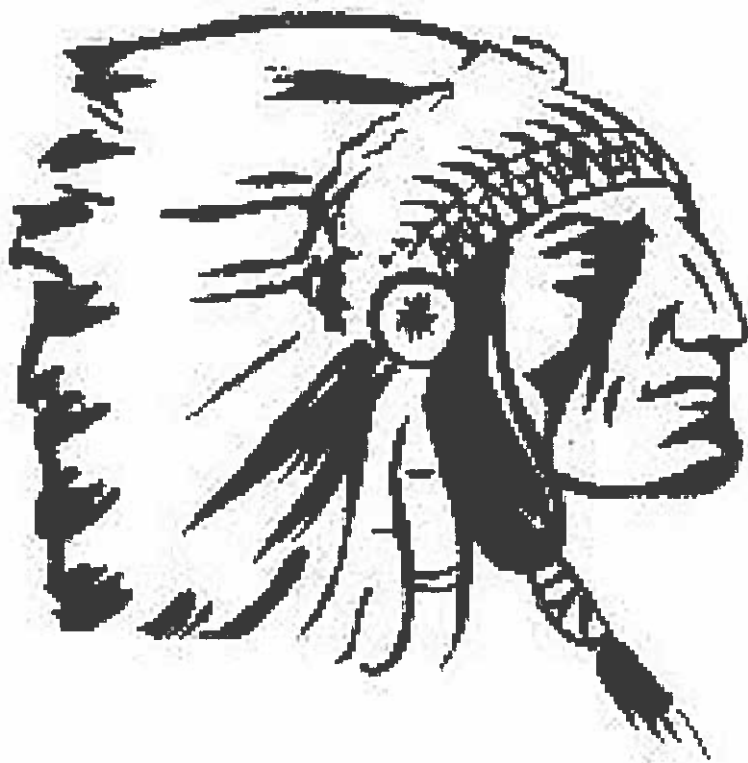


# Siletz Valley School



# Volunteer Handbook

Updated August 2023

***Thank you for your willingness to donate your time and energy  
to the students of Siletz Valley School.***

We sincerely appreciate your dedication to our students and our school and look forward to working with you. Siletz Valley School is dedicated to excellence in education. We strive to provide a nurturing, challenging learning environment in order to assist each student in becoming lifelong learners and socially responsible citizens. You are an important part of this mission.

Please know that we are always open to your suggestions, concerns and comments to improve our program. We look forward to working with you for the success of our students. Please contact us for any additional information or with questions.

***Welcome aboard!***

**Here is the process to become a volunteer:**

1. Complete the Volunteer Application and submit it to the school office.
2. Complete the Criminal History Verification Form and submit it to the school office. Background checks take 2-4 weeks to process so please do not wait until the last minute to turn them in.
3. Complete the Safe Schools online volunteer training. Print your certification of completion and submit it to the school office or email it to [cbushnell@siletzvalleyschools.org](mailto:cbushnell@siletzvalleyschools.org)

**Additional Information:**

1. Background checks are good for 2 years.
2. Safe Schools training must be done every school year.



# Siletz Valley School Volunteer Application

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Please list all students in your household, and their grade level:

Student Name (First/Last)	Grade	Student Name (First/Last)	Grade

Name of person to contact in the event of an emergency \_\_\_\_\_

Relationship to you \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Please describe special medical conditions (allergies, etc) or special accommodations you have \_\_\_\_\_

Please indicate your preferred hours and days below:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Please indicate below which category you prefer as a volunteer (mark all that apply)

Classroom  Special Events  Playground  Lunch Room  Office Support

Enrichment Activities  Music  Tutor  Clerical (list skills below)   
Clerical Skills/Experience \_\_\_\_\_

Grade Level(s) Preferred \_\_\_\_\_

Bilingual: Yes  No  Language(s) \_\_\_\_\_

First Aid Card Expiration Date \_\_\_\_\_ CPR Card Expiration Date \_\_\_\_\_

For Office Use: Rec'd Application: \_\_\_\_\_ Background Check Application: \_\_\_\_\_ Safe Schools Cert.: \_\_\_\_\_



# SafeSchools

The Leader in SAFETY and Compliance Solutions for SCHOOLS.

---

## Siletz Valley Schools

### SELF-REGISTRATION INSTRUCTIONS Lincoln County School District Parents and Volunteers

Lincoln County Schools is using SafeSchools online safety training to train staff as well as parents on school-related safety issues. SafeSchools offers trainings in all facets of school safety, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates.

As a district **volunteer**, you are required to register yourself to the system in order to take the required training. Here is the process. **PLEASE FOLLOW THESE INSTRUCTIONS CLOSELY:**

1. Go to the Lincoln County SafeSchools training registration site, <http://lincoln.or.safeschools.com/register/365540c9>
2. Enter your basic information, including a username of which you will use to login to the system moving forward. **VERY IMPORTANT:** Please enter your username as **firstname.lastname (susie.smith)**
3. Click the **REGISTER** button.
4. Click on **the training page**
5. To begin the course, click on **Volunteer Orientation (Full Course (Oregon))**
6. To earn a **certificate of completion**, you must complete the course and pass the quiz. *You do not have to take SafeSchools courses in one sitting, however; if you are called away, the system will remember where you left off and allow you to pick up again at that point. To log back in, the training site is <http://lincoln.or.safeschools.com> where you will be asked for your username.*
7. To print your certificate: click on the **BLUE RIBBON** and print your certificate.

Thank you! Your participation will help to make Siletz Valley Schools a safer place to work and learn! If you have any questions, please contact your school office.

800.434.0154  
513.366.4074 (fax)  
[www.SafeSchools.com](http://www.SafeSchools.com)

# 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 DUI, 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
163.107	Murder in the First Degree		
163.115	Murder in the Second Degree		
163.185	Assault in the First Degree	167.075	Exhibiting an Obscene Performance to a Minor
163.235	Kidnapping in the First Degree		
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 Advertising Purposes
163.375	Rape in the First Degree		
163.385	Sodomy in the Third Degree	475.808	Unlawful manufacture of hydrocodone within 1,000 feet of school
163.395	Sodomy in the Second Degree	475.810	Unlawful delivery of hydrocodone
163.405	Sodomy in the First Degree	475.812	Unlawful delivery of hydrocodone within 1,000 feet of school
163.408	Unlawful Sex Penetration in the Second Degree		
163.411	Unlawful Sex Penetration in the First Degree	475.818	Unlawful manufacture of methadone within 1,000 feet of school
163.415	Sexual Abuse in the Third Degree		
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 feet of school
163.432	Online Sexual Corruption of a Child in the Second Degree		
163.433	Online Sexual Corruption of a Child in the First Degree	475.828	Unlawful manufacture of oxycodone within 1,000 feet of school
163.435	Contributing to the Sexual Delinquency of a Minor	475.830	Unlawful delivery of oxycodone
		475.832	Unlawful delivery of oxycodone within 1,000 feet of school
163.445	Sexual Misconduct	475.848	Unlawful Manufacture of Heroin within 1,000 Feet of School
163.465	Public Indecency		
163.515	Bigamy	475.852	Unlawful Delivery of Heroin within 1,000 Feet of School
163.525	Incest		
163.547	Child Neglect in the First Degree	475.868	Unlawful Manufacture of 3, 4-Methylenedioxyamphetamine within 1,000 Feet of School
163.575	Endangering the Welfare of a Minor		
163.670	Using Child in Display of Sexually Explicit Conduct	475.872	Unlawful Delivery of 3, 4-Methylenedioxyamphetamine within 1,000 Feet of School
163.675	Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child		
163.680	Paying for Viewing Sexual Conduct Involving a Child	475.878	Unlawful Manufacture of Cocaine within 1,000 Feet of School
163.684	Encouraging Child Sex Abuse in the First Degree	475.880	Unlawful Delivery of Cocaine
		475.882	Unlawful Delivery of Cocaine within 1,000 Feet of School
163.686	Encouraging Child Sex Abuse in the Second Degree		
		475.888	Unlawful Manufacture of Methamphetamine within 1,000 Feet of School
163.687	Encouraging Child Sex Abuse in the Third Degree		
		475.890	Unlawful Delivery of Methamphetamine
163.688	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the First Degree	475.892	Unlawful Delivery of Methamphetamine within 1,000 Feet of School
		475.904	Unlawful Manufacture or Delivery of Controlled Substance within 1,000 Feet of School
163.689	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the Second 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 Crimes
164.415	Robbery in the First Degree		
166.005	Treason		
166.087	Abuse of Corpse in the First Degree		
167.007	Prostitution		
167.008	Commercial Sexual Solicitation		
167.012	Promoting Prostitution		
167.017	Compelling Prostitution		
167.057	Luring a Minor		