

## Volunteers

The district expects and shall encourage families and community members to be active participants in our schools. They shall be welcomed, valued and connected to each other, to staff and to what students are learning and doing in class.

Every effort should be made to recruit and organize parent and community volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students, improvement of school programs and to increased school-community involvement and communication.

The safety of students is paramount. Volunteers shall operate under the direction of a staff member, within an open public space, and shall be within sight or sound of a staff member while working with students. Volunteers must never be asked to supervise or manage a classroom.

All volunteers shall register in the district's online volunteer management system which records the initial application, placement and hours of service. Any person authorized by the district for volunteer service will be required to undergo an Oregon criminal records background check prior to volunteering and then every two years thereafter.

The district reserves the right to place and remove volunteers from service in the district.

The district expects the establishment of associations to support volunteerism, (e.g., Community Partnership Teams, parent groups, booster clubs, parent-teacher organizations) in each of the district's schools. The district urges the administrators and staff of the schools to support, encourage and participate in these programs.

Nonexempt employees<sup>1</sup> may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services<sup>2</sup> as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.<sup>3</sup>

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<sup>1</sup>There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50 percent of the employee's time.

<sup>2</sup>Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

<sup>3</sup>Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisers for cheerleading and other district-sponsored activities for FLSA district impact.

The superintendent or designee shall develop administrative regulations ~~(no AR has been provided)~~ procedures to implement this policy and provide guidelines for the management of the community volunteer programs), recruitment of and training of volunteers and the training of professional staff in the optimal utilization of volunteers.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

**Cross Reference(s):**

GCDA/GDDA - Criminal Records Checks/Fingerprinting  
KK - Visitors to District Facilities

Corrected 11/08/17; Corrected 12/13/17