

Neah-Kah-Nie School District 56

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AR

Code: ICC
Adopted: 11/12/01
Readopted: 3/10/08; 6/08/15
Orig. Code: ICC

Volunteers

Community volunteers enrich educational opportunities for students, promote a positive school environment and improve school and community relations. The Board encourages constructive participation of groups and individuals in local schools, district office and programs, to perform appropriate tasks before, during and after school hours under the direction, training and supervision of district personnel.

~~Any person~~ A volunteer authorized by the district for ~~volunteer~~ service into a position ~~having~~ that allows direct, unsupervised contact with students ~~will be required to undergo~~ shall submit to an ~~Oregon~~ in-state criminal records check. [A volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district as requiring a fingerprint-based criminal records check, shall undergo a state and national criminal records check based on fingerprints. ((See Board policy GCDA/GDDA – Criminal Records Checks and Fingerprinting and its accompanying administrative regulation.))] [A volunteer that will not likely have direct, unsupervised contact with students [will] [will not] be required to undergo an in-state criminal records check.]

[A volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form [will] [may] be denied the ability to volunteer in the district.]

Nonexempt employees² may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services³ 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.⁴

The Board encourages administrators, teachers and classified staff to provide students with the services of volunteers as part of the educational team.

The superintendent is directed to develop administrative regulations to provide guidelines for the management of the volunteer program.

¹ [The district must make a determination on whether volunteer positions will or will not be allowed direct, unsupervised contact with students, and also decide if any of these volunteer positions will be identified by the district to require a criminal records check and fingerprinting. If the district allows volunteers direct, unsupervised contact with students, this language is required. Choose the appropriate bracketed options and align with bracketed language selections made in GCDA/GDDA and GCDA/GDDA-AR.]

² 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% of the employee's time.

³ Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

⁴ Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisors for cheerleading and other district-sponsored activities for FLSA district impact.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#)
[ORS 326.607](#)

[ORS 332.107](#)

[OAR 581-021-0510 – 021-0512](#)
[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting