

Newberg School District 29J

Code: **IICC**
Adopted: 4/24/00
Readopted: 2/26/07
Orig. Code(s): 8700

Volunteers

The Board recognizes that patrons volunteering their services in the schools provide valuable assistance to the instructional program, to school personnel and to the educational enrichment opportunities of students. A volunteer is a non-paid person assisting under the direction of an administrator, teacher or classified staff member. The Board actively encourages volunteer participation by individuals and groups in the district to perform appropriate tasks during and outside of school hours.

The recruitment, supervision, coordination and training of volunteers is the responsibility of district administrators or designees. The volunteer's assignment shall be carried out as directed or delegated by the administrator. Efforts shall be made to use volunteer resources in a manner which ensures maximum contribution to the welfare and educational growth of students.

Any person authorized by the district for volunteer service must complete a "criminal history verification" form and consent to a criminal history background check prior to beginning volunteer work.

The administration shall retain the right to exercise discretion in determining whether a volunteer shall be used in the district. A volunteer's service may be terminated at any time for reasons deemed appropriate by the administration.

Nonexempt employees¹ may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services² 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), the employee must be paid.³

The Board directs the superintendent to develop administrative regulations as needed to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#)

[ORS 326.607](#)

[ORS 332.107](#)

¹There 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.

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

³Districts 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.

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2006).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting

Newberg School District 29J

Code: **IICC-AR**
Adopted: 9/21/00
Readopted: 9/24/07; 07/12/11
Revised: 5/12/15

Volunteers

1. No individual who promotes discrimination, harassment, prejudice, or racism shall be accepted as a volunteer.
2. Volunteers shall not be paid and are not employees or agents of the district.
3. While performing service to the district, volunteers must maintain a high level of confidentiality in regard to information gained and sign a Statement of Volunteer Confidentiality and Child Abuse Reporting form.
4. Volunteers shall adhere to applicable laws and district policies and procedures.
5. The acceptance and utilization of the services of any person on a voluntary basis shall be at the discretion of the school administration. Such services may be discontinued at any time.
6. Volunteers shall perform services under the direction of an administrator or supervisor.
7. Volunteers shall not engage in political or religious activities while performing service for the district.
8. Volunteers must use normal registration procedures upon entering school buildings, including signing in and wearing appropriate identification as required.
9. Volunteers are covered by workman's compensation as long as the volunteer follows building sign-in procedures and other district procedures.
10. Volunteers driving vehicles shall be properly licensed to drive, document the officially cleared vehicle liability insurance as required by the district (\$100,000/\$300,000) and verify that an adequate number of seat belts are available. The volunteer's personal insurance carrier shall be the primary insurance in an accident.
11. All volunteers must complete and consent to a criminal history background check and be cleared by the district prior to beginning volunteer work.
 - a. A person who does not consent to the background check shall not be allowed to volunteer in the district;
 - b. If the district is notified that a person has been convicted of a crime listed in ORS 342.143 or has an arrest that is either under investigation or proceeding through the court system and yet to be resolved (not yet been acquitted, convicted or dismissed), or has made a false statement on the form pertaining to his/her convictions, the person shall not be allowed to volunteer in the district.
 - c. If a person has been denied the opportunity to volunteer because of an unresolved arrest, and the case is subsequently dismissed or the person acquitted, the person may reapply to become a volunteer.
 - d. A criminal history background check must be renewed every four years.
 - e. The superintendent retains the right to deny any application to volunteer in Newberg Schools.
12. All volunteers shall receive training and information as needed regarding professional conduct and school rules, equipment use and job-specific instructions.