

Volunteers

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

- Volunteers may be permitted on district premises so long as their presence is for constructive, not disruptive, purposes and district officials approve of their visit. Approval will be at the discretion of the facility's administrator, or on-site designee.
- Volunteers approved to be on premises, will check in at the office and be issued an ID badge, which will be worn at all times while on the premises. Volunteers will check out with staff in the office prior to leaving and return their badge at the conclusion of their visit each time.
- Any person authorized by the district for volunteer service into a position that will have direct, unsupervised contact with students shall be required to undergo an Oregon criminal records check and be fingerprinted. See Board policy GCDA/GDDA - Criminal Records Checks and Fingerprinting and its accompanying administrative regulation. Any person authorized by the district for volunteer service that will not have direct, unsupervised contact with students will be required to undergo an Oregon criminal records check.
- Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.
- Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited.
- A volunteer may be directed to leave when any teacher or administrator reasonably believes that person has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.
- A volunteer may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through interruptions or unreasonable demands on teacher time.

- A directive to leave revokes any permission to enter or remain. The written direction given in person, followed by a written notice, which identifies the issuer and gives a brief statement of the reason for the volunteer to leave. The office will be notified of any direction to leave and given a copy of any written notice.
- Nonexempt employees 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 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.

The administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

END OF POLICY _____

The district must decide on whether volunteers will or will not have direct, unsupervised contact with students. If the district allows volunteers direct, unsupervised contact with students, this language is required.

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.

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

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.

Legal References

[ORS Chapter 243](#) [ORS 332.107](#)
[ORS 326.607](#) [Senate Bill 155 \(2019\)](#)
[OAR 839-020-0005](#)
[ORS 339.372](#)
[OAR 581-021-0510 - 021-0512](#)

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