

**Lake Oswego  
School District 7J**

Code: **IICC**  
Adopted: 12/05/05  
Readopted: 6/08/09; 12/08/14  
Orig. Code(s): 6330

**Volunteers**

The Board encourages parents and community members to volunteer in district schools. Volunteers who contribute their time and talents to the schools are a valued asset and make a significant contribution in helping the district accomplish its educational mission. Volunteers perform a variety of roles and bring a range of skills and abilities into the schools. 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 school personnel.

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.

To protect the safety and welfare of district students, all volunteers will work with students in a supervised or public environment.

1. A "supervised environment" is defined as one where a staff member or another volunteer is present.
2. A "public environment" is defined as a space where volunteers and students are easily observed.

Volunteers who are not parents of current students, who are not known to school staff, or who do not have a history of working or volunteering in the district must agree to the district completing a background check. Additionally, the district reserves the right to require a background check of any volunteer.

Volunteer guidelines for effective volunteer practices will be provided on the district website, and will be posted near the volunteer check-in area in each school.

Volunteers who have been convicted of any of the crimes identified in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, or have made a false statement as to the conviction of a crime, are excluded from serving as a volunteer in the district. The district may choose to not approve a volunteer for convictions other than those identified in ORS 342.143.

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 that will ensure maximum contribution to the welfare and educational growth of students.

END OF POLICY

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**Legal Reference(s):**

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

[ORS 332.107](#)

[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