

Lake Oswego School District 7J

Code: **IICC-AR**
Revised/Reviewed: 12/05/05; 6/08/09; 12/08/14
Orig. Code(s): 6330R

Volunteers

1. Recruitment

- a. Volunteers may be recruited for any purpose that is in accordance with district policy and that is approved by the department supervisor or principal.
- b. Recruitment procedures may be established by one school or by a group of schools.
- c. Recruitment may include district-wide promotions, and may be in cooperation with other volunteer agencies in the area.
- d. Volunteers will receive no district remuneration other than reimbursement for expenses incurred at the direct request of the building administrator.
- e. 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.
- f. Volunteers who are not parents, who are not known to school staff, or who do not have a history of working or volunteering in the district will agree to having the district complete a background check. The district reserves the right to require a background check for any volunteer at any time.
 - (1) A person who does not consent to a background check will not be allowed to volunteer in the schools or in programs with students.
 - (2) If the district is notified that a person has been convicted of a crime or has an arrest that is still either under investigation or going 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 superintendent or his designee will determine if that individual may volunteer in the district.

2. Training for volunteers and staff.

- a. The principal, volunteer coordinator, teacher or assigned administrator will be responsible for informing and training the volunteer, as appropriate, in these areas:
 - (1) District policies and regulations.
 - (2) Emergency and safety procedures.
 - (3) Confidentiality rules.
 - (4) School routines.
 - (5) Roles and responsibilities of the position.

3. The principal or his/her designee will train all staff members in the effective use of volunteers.

