

Newberg School District 29J

Code: **IICC-AR**
Adopted: 9/21/00
Readopted: 9/24/07; 7/12/11
Orig. Code(s): AR-8700

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 161.045, 163.005-167.090 or 475.846-475.999 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.