

Volunteers

The Paisley School District is committed to maintaining a safe environment for students and staff and will provide supervision, training and criminal history checks for all school volunteers.

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of Paisley Charter School's instructional and extracurricular 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.

The superintendent 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.

1. School volunteer is defined as an individual who is not an employee of the district and who donates his/her time for any school related activity.
2. Volunteers may be recruited for any purpose that is in accordance with district policy and that is approved by the department supervisor or school administrator.
3. The district will conduct criminal history checks on all school volunteers prior to volunteering. This procedure will be done in accordance with administrative policy.
4. An individual who does not consent to the criminal history check will not be allowed to volunteer.
5. In order to maintain an effective and safe learning environment, the school administrator may decline to allow an individual to volunteer in the brick and mortar or in group activities of the Distance Learning Program despite having passed a criminal history check.
6. It is the responsibility of the school administrator to train all staff members in the effective use and supervision of volunteers.
7. The school administrator or designee will be responsible for training volunteers, as appropriate, in the following areas: relevant district policies and procedures; emergency and safety procedures; confidentiality rules, school routines and roles and responsibilities of the position.
8. Volunteers receive no district remuneration other than reimbursement for expenses incurred at the direct request of the school administrator.

9. The superintendent or designee will establish rules, manuals, procedures, work instructions and forms to be used in the school volunteer process.

END OF POLICY

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