

Scio School District 95

Code: **IICC**
Adopted: 2/27/06
Revised/Readopted: 9/18/13; 4/18/18
Orig. Code(s): IICC

Volunteers

The Board appreciates and encourages volunteerism in the district. It provides the district with the opportunity to utilize the expertise, energy, enthusiasm, commitment and diverse skills of the community in achieving both the district's instructional and noninstructional goals. Volunteerism is designed to supplement, not supplant, regular district programs and staff.

Selection and approval of volunteers by the superintendent or his/her designee will be made following a district approved screening process that includes a criminal records check at district expense, and an interview prior to assumption of volunteer duties.

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. 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 will be denied the ability to volunteer in the district.

Volunteers will receive no remuneration for tasks and will ordinarily be recruited for an identified and specific purpose.

Nonexempt employees¹ may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services² 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.³

¹There 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% of the employee's time.

²Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

³Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisors for cheerleading and other district-sponsored activities for FLSA district impact.

Volunteers will be provided information to cover the following:

1. Information on how the school functions and is organized;
2. Training on equipment use, Board policies, volunteer guidelines, school rules, building routine. and the role of volunteers;
3. Introductions of staff, parking instructions, staff room protocols, privacy concerns and other pertinent building practices;
4. Job-specific instruction on requested duties.

If possible, the initial volunteer assignment will include a date the assignment will end. Upon completion of the assigned service, transfer to another assignment may be considered.

Volunteers shall be subject to an annual review of services performed and may be terminated from service for violation of Board policy, administrative regulations or school rules. Additionally, volunteers may be transferred or terminated at any time by the superintendent or his/her designee.

END OF POLICY

Legal Reference(s):

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

[ORS 332.107](#)

[OAR 839-020-0005](#)
HB 2992 (2017)

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

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting
KK - Visitors to District Facilities