

Jefferson County School District 509J

Code: **IICC**
Adopted: 6/09/14
Revised/Readopted: 7/23/18; 2/11/19; 11/04/19;
8/10/20
Orig. Code: IICC

Volunteers

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other 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.

Any person authorized by the district for volunteer service that allows direct, unsupervised contact with students shall be required to undergo a state and national criminal records check.

Any volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district as requiring fingerprinting, shall be required to undergo a state and national criminal records check based on fingerprints. (See Board policy GCDA/GDDA - Criminal Records Checks and Fingerprinting and its accompanying administrative regulation.)

Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited.

Any person authorized by the district for volunteer service that will not likely have direct, unsupervised contact with students will not be required to undergo a criminal records check.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

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

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 which will ensure maximum contributions to the welfare and

¹ There 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 percent of the employee's time.

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

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

educational growth of students.

Principals shall retain the right to exercise their discretion in determining whether and who to use as volunteers at their school. Volunteer services may be terminated for the reasons listed on the following pages or for any other reason deemed appropriate by the principal.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#)

[ORS 339.372](#)

[OAR 839-020-0005](#)

[ORS 326.607](#)

[ORS 332.107](#)

[OAR 581-021-0510 – 021-0512](#)

Senate Bill 155 (2019)

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

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks and Fingerprinting