

Sisters School District 6

Code: **IICC**
Adopted: 10/10/78
Readopted: 03/11/08
Revised: 09/14/11

Volunteers

The district is supported by a large and dedicated group of volunteers. The district encourages volunteerism. This policy is to help keep all children safe when attending school or district functions.

Citizens 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 into a position having direct unsupervised contact with students will be required to undergo an Oregon criminal history check at the district's expense.

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

Volunteers will be issued a photo identification badge. This badge is to be worn when volunteering in any of the buildings. Volunteers will be required to sign in at the office.

The district does not encourage volunteers to provide transportation to students in their own automobiles. However, in the event that such transportation is necessary, Board policy governing student transportation in private vehicles (Policy EEAE) shall be adhered to.

The administration and volunteer coordinator(s) are 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.

The acceptance and utilization of volunteers shall be at the discretion of the district. Volunteers may be transferred or terminated at any time by the superintendent or designee.

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.

END OF POLICY

Legal Reference(s):

ORS.Chapter 243

[OAR 839-020-0005](#)

ORS 326.607

ORS 332.107

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2006).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting