

## **SUBJECT: School Volunteers**

### **A. School Programs/Activities**

Only persons who have been authorized by the Board of Education or the Superintendent of Schools in accordance with Policy #3280 and this Regulation may volunteer in school programs, including instructional programs, sports, and other extracurricular activities.

The Volunteer Application form shall be filled out by each prospective volunteer.

#### Athletics:

Volunteer coaches (any person who is expected to perform duties normally performed by a coach or assistant coach) may be appointed annually by the Board of Education, upon the recommendation of the Superintendent of Schools after consultation with the Athletic Director/Coordinator. All volunteer coaches must meet all requirements of the Commissioner's Regulations applicable to coaches, including appropriate certification or licensing and compliance with the criminal history record check (fingerprinting) process.

All other athletic volunteers will be reviewed annually by the Athletic Director/Coordinator. For the initial approval, the Athletic Director/Coordinator shall check references, interview the prospective volunteer, and ensure that the appropriate coach wishes to have the volunteer serve. For subsequent approvals, the Athletic Director/Coordinator may act without again checking references or an interview, provided the past service has been satisfactory. If the person filling the position of Athletic Director/Coordinator is not a member of the administrative staff of the District, the respective building Principal shall also interview the prospective volunteer and all recommendations regarding athletic volunteers shall be reviewed by the Principal, who shall forward them with his/her recommendation to the Superintendent.

#### Other Volunteers:

All other volunteers shall be reviewed annually by the appropriate Principal. For the initial approval, the Principal shall check references, interview the volunteer and ensure that the appropriate teacher or other staff person wishes to have the

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volunteer serve. For subsequent approvals, the principal may act without again checking references or an interview, provided the past service has been satisfactory.

The Athletic Director/Coordinator or Principal will forward his/her recommendations concerning selection, placement and replacement of non-coaching volunteers to the Superintendent of Schools for approval. The Superintendent will inform the Board of Education of the prospective volunteers, and generally will make a final decision after the Board members have had an opportunity to comment on the proposed volunteers.

Following approval from the Superintendent of Schools, non-coaching volunteers selected for work in the District shall be placed on the list of approved volunteers. The Superintendent retains the right to revoke the approval of any person as a volunteer, without prior notice.

The Athletic Director/Coordinator or Principal shall inform the Superintendent of Schools in writing whenever the services of a volunteer is considered less than satisfactory.

## **B. Field Trips/Incidental Events**

Parents and others may serve as volunteer chaperones in various circumstances. Persons who will accompany students as chaperones on a single-day field trip or assist in a classroom or at a school event such as a party or dance shall be approved by the building Principal. The Principal shall maintain a list of such persons. For overnight or out of state trips, the names of all chaperones shall be included in the information the Superintendent submits to the Board of Education for its approval of the trip.

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