

Unity School District - Board of Education

Administrative Rule 535.23

Volunteer Definitions and Procedures

Last Revised 9/8/2015

Unity School District recognizes the importance of volunteers and fully supports a strong, district-wide volunteer program. In the interest of establishing and supporting this volunteer program, the following definitions are provided to better define the programming and those involved.

Volunteer: In accordance with Board Policy, adult volunteers are to be coordinated by the District Volunteer Coordinator. All adult volunteers are required to have a District background check prior to approval and placement. The Volunteer Coordinator places volunteers in respective classrooms or programs based upon requests from teachers and other staff. Special consideration will be given to parent volunteers wishing to volunteer in their child's classroom or program. Volunteers that are scheduled in a building are to be approved by the building principal.

Quasi-Volunteer, Recurring Contracted Services, Community Education Instructor: Those individuals that work with the students at Unity School District in a partnership or cooperative role with the District are required to have a District background check, or written evidence provided to the District that such a background check has been conducted by their employer. Those individuals that work periodically with Unity students on a contracted basis (tutors, accompanists, etc.) are required to have a District background check. All such individuals are to be approved by the building principal. Community Education Instructors are required to have a District background check. Community Education instructors are to be approved by the Community Education Director.

Volunteer Coach: In accordance with Board Policy, volunteer coaches are to be recommended by the head coach for the sport and are to be approved by the athletic director. Each volunteer coach is to be accountable to the sport's head coach. Volunteer coaches are required to have a District background check prior to approval and placement.

Guest Speaker: In accordance with Board Policy, guest speakers may be invited to a school to address students regarding his/her expertise or experiences. Such guest speakers may be scheduled by a classroom teacher but require approval of the building principal. Guest speakers that address students for a day or less, or are not recurring in their role, are not required to have a District background check conducted but must sign in as a visitor in the school office. Guest speakers shall always interact with students when a teacher or principal is present. It is good practice to review the material that the guest speaker is to present prior to approval and scheduling.

Chaperone: A chaperone may offer additional supervision to students at an event or on a field trip. are required to have a District background check prior to approval and placement. Chaperones are to be approved by the building principal prior to being scheduled. Chaperones are to be in contact with a teacher or principal during the event or trip and are accountable to that teacher or principal.

Parent Volunteer Driver: In accordance with Board Policy, "volunteers may not provide transportation to students in their personal vehicles for any school-sponsored activities." If a parent volunteer drives a school van with students as passengers for a school-sponsored trip, the parent must have provided a copy of their driver's license and proof of insurance to the District Office. Additionally, a District background check of their driving record is required. The Superintendent shall approve all such requests.