

1 **5430 PERSONNEL**

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3 Volunteers

4 **The District recognizes the valuable contributions made to the total school program by**  
5 **members of the community who act as volunteers. A volunteer by law is an individual**  
6 **who:**

- 7 1. Has not entered into an express or implied compensation agreement with the District;
- 8 2. Is excluded from the definition of "employee" under appropriate state and federal statutes;
- 9 3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- 10 4. Is not employed by the District in the same or similar capacity for which he/she is volunteering.

11 District employees who work with volunteers shall clearly explain duties for supervising children in  
12 school, on the playground, and on field trips. An appropriate degree of training and/or supervision of  
13 each volunteer shall be administered commensurate with the responsibility undertaken.

14 Volunteers who have unsupervised access to children are subject to the District's policy mandating  
15 background checks.

16 **Chaperones**

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18 The Superintendent may direct that appropriate screening processes be implemented to assure that  
19 adult chaperones are suitable and acceptable for accompanying students on field trips or excursions.

20 When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers,  
21 including employees of the District, assigned to chaperone, shall not use tobacco products in the  
22 presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug during  
23 the duration of their assignment as a chaperone, including during the hours following the end of the  
24 day's activities for students. The chaperone shall not encourage or allow students to participate in any  
25 activity that is in violation of district policy during the field trip or excursion, including during the hours  
26 following the end of the day's activities. Chaperones shall be given a copy of these rules and sign a  
27 letter of understanding verifying they are aware of and agree to these District rules before being  
28 allowed to accompany students on any field trip or excursion.

29 Any chaperone found to have violated these rules shall not be used again as a chaperone for any  
30 District-sponsored field trips or excursions and may be excluded from using District-sponsored  
31 transportation for the remainder of the field trip or excursion and be responsible for their own  
32 transportation back home. Employees found to have violated these rules may be subject to disciplinary  
33 action.

34 Cross Reference:

35 5122 Fingerprints and Criminal Background Investigations

36 Policy History:

37 Adopted on: November 13, 2006

38 Revised on: