

1 **Potomac Elementary**

2  
3 **PERSONNEL**

5430  
page 1 of 2

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5 Volunteers

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7 The District recognizes the valuable contributions made to the total school program by members  
8 of the community who act as volunteers. By law, a volunteer is an individual who:

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

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

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25 Volunteers who have unsupervised access to children are subject to the District’s policy  
26 mandating background checks.

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28 Chaperones

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30 The Principal may direct that appropriate screening processes be implemented to assure that  
31 adult chaperones are suitable and acceptable for accompanying students on field trips or  
32 excursions.

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34 When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers,  
35 including employees of the District, assigned to chaperone, shall not use tobacco products in the  
36 presence of students, nor shall they consume any alcoholic beverages or use any illicit drug  
37 during the duration of their assignment as a chaperone, including during the hours following the  
38 end of the day’s activities for students. The chaperone shall not encourage or allow students to  
39 participate in any activity that is in violation of District policy during the field trip or excursion,  
40 including during the hours following the end of the day’s activities. Chaperones shall be given a  
41 copy of these rules and sign a letter of understanding verifying they are aware of and agree to  
42 these District rules before being allowed to accompany students on any field trip or excursion.

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44 Any chaperone found to have violated these rules shall not be used again as a chaperone for any  
45 District-sponsored field trips or excursions and may be excluded from using District-sponsored  
46 transportation for the remainder of the field trip or excursion and be responsible for their own

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transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Policy History:

Adopted on: March 14, 2011

Reviewed on:

Revised on::