

COAHOMA COUNTY SCHOOL DISTRICT

(Adopted, February 2013)
KJA (Revised, September 2013)

SCHOOL VOLUNTEERS

The Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

The Superintendent or assigned designee shall establish procedures for support of this policy.

Persons interested in volunteering time or services should contact the building principal.

Volunteers will sign a volunteer log when entering the building for volunteer activities.

Procedure for Using Non-School Personnel As Chaperones for School Sponsored Trips

The schools of the Coahoma County School District may use parents and other none-school personnel as chaperones for off-campus trips by following the following procedures:

1. All chaperones must be approved ahead of time by the principal or his designee.
2. The chaperones must be listed on the trip roster with all appropriate information included. One copy will be on file with the Director of Transportation and one copy will be kept on the bus.
3. Parents will sit in seats assigned by the trip sponsor to monitor the students.
4. In the event of a situation requiring adult intervention, the chaperone will notify the sponsor immediately for assistance.
5. Family members of the chaperones may not ride on the bus unless they are on the trip as a student participant. (Example, student is in the band or in the class which is taking a field trip).

A copy of this policy shall be given to each principal and trip sponsor.