Series 3000: Operations, Finance, and Property

3100 General Operations

3105 Visitors and Volunteers

Visitors and volunteers, including Parents, may access the District's property subject to all applicable Policies. The District may deny such access for any lawful reason.

A. Visitors

1. A person may not enter or remain on the District's property if prohibited by law.

2. A person visiting a school building during instructional hours must first report to the building's main office. In the Superintendent's or building principal's discretion, a visitor may be required to sign in, present a form of identification, explain the visitor's purpose, wear a visitor badge, and be escorted while on District property. District personnel that discover a visitor who has not reported to the building's main office will promptly direct the visitor to the building's main office.

3. The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.

4. The building principal or designee may permit a Parent who is a registered sex offender to visit District property to participate in or attend his or her child's school activities. The building principal or designee may require the Parent to comply with other conditions upon visitation, including: a check-in/check-out system, an employee escort while on District property, and a requirement to leave District property immediately upon conclusion of the child's activity.

B. Volunteers

1. A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.

2. The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.

3. Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

4. Volunteer Drivers

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a. A volunteer may only drive a District vehicle with approval of the Superintendent or designee and in compliance with all applicable laws. For purposes of this subsection B.4, a "District vehicle" is a vehicle owned or leased by the District, including a school bus, and a "private vehicle" is any vehicle that is not a District vehicle.

b. Except in an emergency, before a student rides in a private vehicle, the driver must have permission from the student's Parent to transport the student to or from the school or applicable event. Permission must be in writing if the driver is using a vehicle with a manufacturer's rated seating capacity of 11 or more passengers.

c. For events where the District oversees and coordinates transportation (e.g., class field trip), District personnel, an approved volunteer, or a student's Parent may transport students to and from a school or school-sponsored event in a private vehicle with the Superintendent or designee's approval.

d. A volunteer driver must:

- hold a valid driver's license appropriate for the vehicle;
- if required by law, hold a valid chauffeur's license; and
- for a private vehicle, provide to the Superintendent or designee's satisfaction proof of insurance, and proof of the vehicle's lawful registration upon request.

e. A volunteer driver is responsible for any loss, damage, cost, and liability related to the driver's operation of a District vehicle or private vehicle.

Legal authority: MCL 28.721 et seq.; MCL 257.6, 257.1807; MCL 380.1137, 380.1230, 380.1230a-h

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