

## **Series 3000: Operations, Finance, and Property**

### **3100 General Operations**

#### ***3105 Visitors and Volunteers***

Visitors and volunteers, including parents/guardians, 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.
3. 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.
4. The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.
5. The building principal or designee may permit a parent/guardian 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/guardian 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 and Non-School Bus Transportation

- a. With the Superintendent or designee's approval, District personnel, an approved volunteer, or a student's parent/guardian may transport students to and from a school or school-sponsored event in a non-school bus vehicle (a "non-school vehicle").
- b. Except in an emergency, before a student rides in a non-school vehicle, the driver must receive the written consent of the student's parent/guardian to be the parent's/guardian's designee to transport the student to or from the school or applicable event.
- c. A driver of a non-school vehicle must:
  - hold a valid driver's license appropriate for the non-school vehicle;
  - provide to the Superintendent or designee's satisfaction proof of insurance, safe driving record, and proof of the non-school vehicle's lawful registration; and
  - if required by law, hold a valid chauffeur's license.
- d. The driver of a non-school vehicle is responsible for any loss, damage, cost, and liability related to the driver's operation of a non-school 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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