

Policy 9180/Guidelines for Parents, Visitors and Volunteers

A **Volunteer** is someone who provides services "to benefit another person, group or organization".

Level 1 (L1) *Volunteer Supervised* – Level II (L2) *Volunteer Unsupervised*

*Parents/Visitors	General Volunteer/Speakers	Mentors/Tutors	After School Volunteers/Boosters/Clubs	Field Trip Chaperones	High School Student Volunteers
BadgePass Screened	BadgePass Screened	BadgePass Screened	BadgePass Screened	BadgePass Screened	BadgePass Screened
Not Screened	Level 1 Screened	Level 1 Screened	Level 1 and Level 2 Screened	Level 2 Screened	Not Screened
Sign in in front office. Wear a badge at all times.	Sign in in front office. Wear a badge at all times.	Sign in in front office. Wear a badge at all times.	Sponsors are responsible for volunteer signing in. Wear a badge at all times.	Sign in in front office. Wear a badge at all times.	Sign in in front office. Wear a badge at all times.
<i>Must be escorted to and from their destination.</i>	<i>L1 - Must be escorted to and from their destination.</i>	<i>L1 - Must be escorted to and from their destination. Level II mentors do not need to be escorted.</i>	<i>L1 - Must be escorted to and from their destination.</i>	<i>L1 - Must be escorted to and from their destination. Transportation of students must have a L2 Volunteer in vehicle.</i>	<i>Must be escorted to and from their destination.</i>
<i>PCSB Employees or L2 Volunteers can be used to be in line sight of all parents/visitors.</i>	<i>PCSB Employees or L2 Volunteers can be used to be in line sight of all L1 Volunteers.</i>	<i>PCSB Employees or L2 Volunteers can be used to be in line sight of all L1 Volunteers.</i>	<i>PCSB Employees or L2 Volunteers can be used to be in line sight of all L1 Volunteers.</i>	<i>PCSB Employees or L2 Volunteers can be used to be in line sight of all L1 Volunteers.</i>	<i>PCSB Employees or L2 Volunteers can be used to be in line sight of all L1 Volunteers.</i>
*Parents meeting with their children for breakfast/lunch are not volunteers and are not to go through the volunteer screening process.	Registered in the volunteer system. Logging volunteer hours.	Registered in the volunteer system. Logging volunteer hours. Mandatory Mentor Training. Interviewed/Matched to a student.	Registered in the volunteer system. Logging volunteer hours or provide a weekly paper log to the Liaison.	Registered in the volunteer system. Logging volunteer hours. Provides a copy of their car insurance and car registration	Registered in the volunteer system. Logging volunteer hours.

Principals and administrators are responsible for coordination and supervision of volunteers,

in a manner that ensures any volunteer, or visitor, on campus who does not have Level 2 clearance is in line of sight by appropriate personnel at all times.

Level 2 Volunteers can be used to escort (to keep line sight) of parents/visitors and Level 1 volunteers.