

## CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

### VISITORS

9.60

Any person entering the premises of a St. Clair County School System school shall report to the principal or designee and make known the purpose of the visit.

- I. This policy does not apply to routine deliveries or scheduled maintenance visits.
- II. The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.
- III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.
- IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.
- V. Any person who enters or remains upon St. Clair County School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.
- VI. No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a St. Clair County school while school is in session or attend any St. Clair County school activity unless the adult sex offender does all of the following:
  - A. Notifies the principal or the school, or his/her designee, before entering onto the property or attending the school activity;
  - B. Immediately report to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,
  - C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

#### REFERENCE(S):

CODE OF ALABAMA  
[16-12-3](#)  
LEGISLATIVE ACT 2014-421

#### HISTORY:

ADOPTED: FEBRUARY 22, 2010  
REVISED: OCTOBER 20, 2014  
FORMERLY: NEW

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### GUIDELINES FOR USE OF VOLUNTEERS IN EXTRACURRICULAR ACTIVITIES

9.61

#### **OVERVIEW**

The St. Clair County Board of Education (SCCBOE) recognizes the potential benefits of volunteers that assist with extracurricular activities offered at the schools within our school system. These guidelines are presented as general operating procedures for parties involved with volunteer opportunities and are not considered exhaustive.

#### **DEFINITION**

Within the scope of these guidelines, a volunteer is defined as a non-employee of the SCCBOE who receives no compensation for his or her involvement with extracurricular activities and who is not compensated based upon any supplement or salary matrix of the SCCBOE.

#### **SCOPE**

These guidelines shall be applicable to all volunteers for extracurricular activities, including, but not limited to, athletics, cheerleading, band, band auxiliary, archery, and academic teams. Guidelines specifically associated with the Alabama High School Athletic Association (AHSAA) may only be applicable to volunteers assisting with athletic or cheerleading teams.

#### **SUPERVISION**

All volunteers shall be directly supervised by an employee of the SCCBOE and may not serve as a head coach or sponsor of any sport or extracurricular activity. Employees designated as head coaches or sponsors shall have final authority associated with the operations of the team.

#### **RESPONSIBILITIES OF THE PRINCIPAL, HEAD COACH, DIRECTOR, AND SPONSOR**

The principal of each local school where a volunteer seeks to participate in extracurricular activities shall be responsible for ensuring that all requirements contained within these guidelines are satisfied prior to the volunteer's participation. All documentation required to authorize a volunteer's participation in extracurricular activities shall be maintained by the principal. The principal, head coach, director, and sponsor of the sport or extracurricular activity for which the volunteer is assisting is responsible for ensuring that the volunteer remains in compliance with these guidelines. A volunteer's performance shall be reviewed each year, and a volunteer shall be required to satisfy the requirements of this policy on an annual basis.

#### **VOLUNTEER RESPONSIBILITIES**

The volunteer is responsible for willingly and freely complying with the Guidelines for Use of Volunteers in Extracurricular Activities. Failure to do so shall result in immediate revocation of volunteer opportunities.

#### **REQUIREMENTS**

Before a volunteer shall participate in any extracurricular activity, the volunteer shall satisfy the following requirements:

1. Complete a Volunteer Application (yearly)
2. Submit Proof of graduation from high school
3. Submit two (2) character references
4. Complete a satisfactory interview with a school administrator, central office administrator, or other system designee (yearly)
5. Receive a clear background check (yearly)

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6. Submit a copy of valid Alabama driver's license (yearly)
7. Satisfy all AHSAA required items:
  - a. Fundamentals of Coaching/Coaching Principles online course completion
  - b. First Aid and Safety for Coaching online course completion
  - c. STAR Sportsmanship course completion
  - d. NFHS Concussion course completion
  - e. NFHS Heat Acclimatization course completion
  - f. Active CPR certification
8. Complete Volunteer Agreement (yearly)

**HISTORY:**

**ADOPTED: MAY 18, 2015**

**REVISED: \_\_\_\_\_**

**FORMERLY: NEW**