

SCHOOL VOLUNTEERS

- I. The Board of Education supports community involvement as an integral part of the educational goals of the school district in helping every child reach his/her full potential. Specifically, volunteers can:
 - A. Enrich the school program by sharing their experiences and talents with students.
 - B. Stimulate community interest and support for education.
 - C. Provide an opportunity for interested parents and other community members to become directly involved with education.
 - D. Provide students with reinforcement of skills.
 - E. Strengthen school-community partnerships through direct and positive participation within the schools.
 - F. Improve student self-image and help make learning enjoyable.
 - G. Enhance all aspects of the education process.
- II. Volunteer duties and assistance may involve service to the media centers, copyrooms, classrooms, athletic events, music programs, field trips, tutoring/mentoring youth and similar activities, and other duties as arranged by the principal.
- III. The safety and well being of the students, staff members, and volunteers of the district are paramount. Therefore, the district shall conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students. Background checks will be conducted and passed prior to the first time the individual volunteers work with the students, and the district reserves the right to conduct additional background checks periodically thereafter, and no less than every 3 years.
- IV. School volunteers shall be expected to abide by all applicable laws, district policies, and administrative procedures and guidelines when performing their assigned responsibilities. All district employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with broad supervision provided by the building principal.
- V. Volunteers shall sign a form releasing the District from obligation should the volunteer become ill or receive an injury as a result of volunteer services. Volunteers will be covered

under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers compensation.

- VI. The responsible administrator has the authority to request that a volunteer discontinue their services if the administrator believes that the volunteer is not a good match for the students or school. Also, the Superintendent should be notified of any volunteer violation of Board policy, administrative guidelines, and/or possible violation of state or federal law.
- VII. Volunteers shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements and district policies and procedures. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer and shall sign a confidentiality statement of agreement.
- VIII. Efforts should be made to ensure that volunteers are recognized for their time, efforts, and support of the children and school district. It is the responsibility of district teachers and principals to recognize the contributions of volunteers, with the advice and assistance of other employees.

Legal reference:
Sections 118.125, 118.295 Wis. Stats.

Cross reference:
Board Policy 2105 Mission and Philosophy of the District
Board Policy 2430.01 – Special Programs by Community Members
Board Policy 8320 – Personnel Records
Board Policy 8330 – Pupil Records

Adopted: 6/18/01
Revised: 4/2/07; 2/11/08; 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us