

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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SCHOOL VISITORS

As professionals interested in gaining support for our schools, we should encourage citizens, taxpayers, and parents to spend time in the schools learning about the programs being offered for students we serve and about the problems we face. We need to urge our constituents to visit our school facilities in accordance with reasonable controls so that they can evaluate the quality of the district's programs, so that they can assist in the determination of needs and in the improvement of the system.

Principals and teachers are requested to continue strong efforts to ensure that parents are made aware of our "open door" policy and that when they do visit we do as much as we can to make their stay enjoyable and enlightening.

Any outsider visiting a school must report to the building office and sign the visitor's register. This will not be necessary for regularly scheduled parent conferences. The principal or a secretary will then direct the visitor to the teacher or classroom to be visited.

Salespersons and others not identified as parents or regular visitors must also report to the building office and sign the register. Those who have prearranged meetings with curriculum committees, administrators, or custodial and maintenance personnel will be allowed to meet with teachers during planning or work periods. At no time will salespersons be allowed to interrupt a regularly scheduled class period.

Visitations from professional staff members from other districts must be arranged in advance with the building administrator. Care will be taken to insure the visitations do not disrupt the regularly scheduled program.

Student visitors from other schools within the district should not be allowed into a building unless they have a specific purpose for being there. Unauthorized visitors should be asked to leave the building. In the event an unauthorized visitor refuses to leave, the police department should be called.

Student visitors can visit the schools for one day provided they complete the school visitation form in advance of the visit.

Approved: 8/18/04

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PORT WASHINGTON-SAUKVILLE SCHOOL DISTRICT

100 West Monroe Street
Port Washington, WI 53074-1292

Telephone (262) 268-6000
Fax (262) 268-6020
Web www.pwssd.k12.wi.us

VOLUNTEER APPLICATION FORM

GENERAL INFORMATION				
NAME			DATE	
SCHOOL(S) REQUESTED: Dunwiddie Lincoln Saukville Thomas Jefferson Middle Port Washington High				
VOLUNTEER ASSIGNMENT REQUESTED:				
HOME ADDRESS				
Street		City		State ZIP
TELEPHONE	() Home	() Cell Phone	E-MAIL ADDRESS	

EMERGENCY CONTACT	
NAME	
PHONE	CELL PHONE

What previous experience do you have working with youth? _____

Are you currently subject to a pending charge for any type of felony, misdemeanor, municipal ordinance violation, or any other like offense (other than a parking ticket or non-criminal traffic citation)? ☐ Yes ☐ No

If yes, please provide an explanation, including offense(s) and date(s): _____

REFERENCES			
<i>Please include two persons we may contact regarding your ability to work positively with youth.</i>			
NAME	ADDRESS	POSITION/TITLE	TELEPHONE NO.

AUTHORIZATION

My signature certifies that all statements made on this application/request and in all other materials submitted to support my volunteer application are true and complete. I agree that misrepresentation of information contained in the application materials may be cause for the District to elect to not allow me to volunteer. I agree that the Port Washington-Saukville School District, or its representatives, shall not be held liable in any respect if my application is not considered or my volunteer assignment is terminated, at any time, because of false statements, answers or omissions made by me in this application. A copy of this authorization and release is as valid as the original and should be recognized as such.

I agree to conform to the rules, regulations and policies of the Port Washington-Saukville School District. I also agree to abide by the confidentiality statement below.

Signature _____ Date _____

CONFIDENTIALITY STATEMENT: As a volunteer within the School District, I understand the importance of confidentiality. I understand and agree to only discuss student issues or concerns with the student's teacher and/or principal. Volunteers who violate confidentiality will be asked not to provide services to the District.

Port Washington-Saukville School District is committed to a policy of non-discrimination on the basis of race, religion, sex or sexual orientation, age, national origin, handicap, marital status, political affiliation, arrest or conviction record, or any other factor provided for by state and federal laws and regulations.

Reviewed by Quarles & Brady: 12/16/08
Approved: 12/18/08 Adm. Guideline 9210

12/2008

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Port Washington-Saukville School District

VOLUNTEER BACKGROUND CHECK FORM

(For official use only, not to be released to unauthorized persons)

In order to provide a safe environment for our students, we reserve the right to check references and view relevant public documents regarding criminal activity of any volunteer or prospective volunteer who may have contact with our students. All volunteer acceptance and placement decisions are subject to successful background checks. For this reason, please provide information as requested below:

Print Full Name

Address

City/State/Zip

Date of Birth

I hereby authorize the Business Office of the Port Washington-Saukville School District to obtain information and records pertaining to me from any or all law enforcement or court records. By signing, the District is granted the authorization to obtain such records for a period of three years from the signed date, if the signor volunteers at future events.

I do freely consent to such inquiries being conducted and, as such, do hereby agree to waive and forever release and discharge the District and its present and former officers, employees and agents of any and all claims, demands, damages, actions, and causes of action of whatever kind or nature that might otherwise arise out of such inquiries, including, but not limited to, matters arising at law, in equity, under the District's policies, procedures, contracts, practices or any other written instruments, standards, or protocols, or in state or federal agencies, courts, or other tribunals of competent jurisdiction, without limitation.

Signature

Date

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DISTRIBUTION OF NON-SCHOOL SPONSORED INFORMATION

It is the intent of this policy to facilitate the display and distribution of information regarding community organizations, activities and events that are relevant to students and their families. The display and distribution of information should not be understood to constitute the endorsement or approval of the school district. The primary mission of the district, however, is to meet the educational needs of its students; therefore, the district reserves the right to disallow any display or distribution which is inconsistent or interferes with this mission.

Materials shall not be displayed or distributed on school property by any person or group without prior approval of the superintendent or his/her designee and is subject to the following guidelines and procedures:

- A. Materials may be displayed in the schools and/or distributed to students if the information contained in those materials identify educational, cultural, civic and/or recreational activities, subject to the other provisions contained in this policy.
- B. Materials must contain the name of the sponsoring organization or individual.
- C. Materials must contain the phrase "The opinions expressed (information provided) are not sponsored or endorsed by the school district or its personnel."
- D. Material which will not be posted or distributed include, but is not limited to, that which:
 - 1. promotes a political agenda/candidacy;
 - 2. defames or slanders other individuals or groups;
 - 3. serves the primary purpose of promoting the commercial gain of the sponsoring for profit individual or group;
 - 4. disrupts the instructional process or educational mission of the school;
 - 5. is lewd, lascivious or obscene as determined with respect to school age students; or
 - 6. encourages illegal activities.
- E. The principal will determine the method through which material will be distributed.
- F. Materials may be posted only in areas designated by the principal.
- G. Material that is approved for distribution must be provided to the school by the sponsoring organization in appropriate bundles as specified by the principal.

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- H. Parents wishing not to have materials of the nature covered in this policy sent home may contact the school. The school will make every reasonable effort to honor these requests in writing or verbally which will be documented by school personnel.
- I. A list of activities and programs for which materials may be posted and/or distributed in the schools will be developed and reviewed prior to the start of each school year by the Administrative Council.
- J. Any persons denied approval may appeal to the Board of Education.

Approved: 8/18/04

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ADVERTISING AND COMMERCIAL MESSAGES

The purpose of this guideline is to provide direction for the school district in the approval of advertising and commercial messages as referenced in Board policy 9700. The Superintendent and Director of Business Services may make decisions relative to this guideline using the following criteria or refer to the Board as deemed appropriate:

Nonprofit Port Washington/Saukville Community Service Groups

- A. This category includes community service groups such as Rotary, Lions, Kiwanis, Jaycees, Women's Club, United Way, parent groups, booster clubs, etc.
- B. The Superintendent and Director of Business Services may approve service group names, logos, and information on brochures, schedules, materials, plaques/displays, equipment, flag poles, and other district-owned items and property provided:
 - 1. The primary beneficiaries are the students and the school district.
 - 2. The advertising does not contain drugs, alcohol, violence, or suggested sexual content and are appropriate for students.
 - 3. The advertising does not promote a political agenda/candidacy; or defame or slander individuals or groups.
 - 4. The advertising does not disrupt the instructional process or school mission; be lewd, lascivious, or obscene.
 - 5. Also, the names, logos, and information must be of a scale that is neat and well organized.
- C. There will be no advertising or recognition on any of the school district fences, buildings, or doors unless approved by Board action.

Private or Public Profit Organizations or Non-Community Service Groups

- A. This category includes financial institutions, department/discount businesses, gas stations, hotels, restaurants, and other for profit businesses.
- B. The Superintendent and Director of Business Services may approve profit organizations' names, logos, and information on brochures, schedules, materials, plaques/displays, equipment, flag poles, and other district-owned items and property provided:
 - 1. The primary beneficiaries are the students and the school district.
 - 2. The advertising does not contain drug, alcohol, violence, or suggested sexual content and are appropriate for students.

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3. The advertising does not promote a political agenda/candidacy; or defame or slander individuals or groups.
 4. The advertising does not disrupt the instructional process or school mission; be lewd, lascivious, or obscene.
 5. Also, the names, logos, and information must be of a scale that is neat and well organized.
- C. There will be no advertising or recognition on any school district scoreboard, fence, door, team apparel, cable channel, Website, painted wall murals, or buildings unless approved by Board action.

All recognition through advertising and commercial messages must be the result of donations and contributions that are of direct benefit to the students or the school district and focus on appropriate school related activities as determined by the Superintendent and Director of Business Services.

Adm. Council Approved: 1/24/06

Board Approved: 2/13/06

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FUND RAISING RAFFLES

- I. Raffles must meet the following criteria and organizing groups must follow the District defined steps in conducting a raffle. All forms must be submitted and have signed approval from the Activities Director and the Director of Business Services before the raffle take place.
- II. Raffle Criteria
 - A. All raffles must meet the criteria established by the State of Wisconsin in Statute 563 (www.doa.state.wi.us/gaming/).
 - B. Raffle licenses must be acquired by the 501(c)3 organization.
 - C. The Port Washington-Saukville School District's tax exempt number cannot be used in purchasing anything in association with the raffle.
 - D. The proceeds from sales will be collected and accounted for by the 501(c)3 organization.
 - E. A Raffle Information Form must be filled out and approved to sell tickets on District property.
 - F. All raffles proceeds must benefit students of the District, minus reasonable expenses. Probable expenses must be listed on the form approved by the building Principal, Assistant Principal, or Activities Director and the Director of Business Services.
 - G. The District's disclaimer statement* must be present on all raffle tickets when the 501(c)3 organization's benefactors include recipients outside of the District. **The PWSSD disclaimer statement outlined by PWSSD Board Policy 9700 with regard to raffles is, "The raffle is not sponsored or endorsed by the school district or its personnel".*
- III. Raffle Ticket Marketing and Sales
 - A. District students will not be required to sell raffle tickets.

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- B. If a District student volunteers to sell raffle tickets, the proceeds from the ticket sales will benefit the intended group listed on the ticket.
- C. Sales of raffle tickets cannot be directly associated with amount that a student pays in fees for the activity.
- D. At events, tickets cannot be directly marketed to attendees.
- E. Statement(s) can be read at an event by the PA announcer, at designated times, if pre-approved by the building Principal, Assistant Principal, or Activities Director.
- F. Sign(s) approved by the building Principal, Assistant Principal, or Activities Director can be posted in designated spots in the high school promoting the raffle.
- G. Sales of tickets can only take place at a separate table near the concession stand. If a concession area is not available, the administrator will determine the location.
- H. A "Raffle Information Form" must be completed.

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Raffle Information Form

Please complete the following information sheet regarding your raffle. This form must be approved by the building Principal, Assistant Principal, or Activities Director and the Director of Business Services before you can market and sell raffle tickets on Port Washington-Saukville School District Property.

501(c)3 Organization sponsoring the raffle _____
Benefiting District group or activity _____
Time frame for raffle sales (dates) _____
Date of drawing _____
Cost of raffle ticket(s) _____
Purpose of raffle _____
Raffle's format _____
Raffle's projected gross revenues _____
Raffle's projected total value of prizes _____
Projected donation _____

I have read and understand the Raffle Criteria and the Raffle Marketing and Sales guidelines required by the Port Washington-Saukville School District and agree to adhere to the guidelines. I have also read Board Policy 9211 – Parent Groups and Other Community Support Organizations, and agree to collect funds associated with the raffle accounted for in the District's policy recommended framework.

501(c)3 organization president's signature and date
Contact number and/or e-mail address
District group representative (if applicable)
Contact number and/or e-mail address (if applicable)

(For Office Use Only)

Building Administrator signature for initial approval	_____	Date	_____
Director of Business Services signature	_____	Date	_____
_____ 501(c)3	_____	Raffle License Number	_____
_____ District Disclaimer	_____	Sales Location Approval	_____
_____ Sign Approval	_____	Announcement Approval	_____

Building Administrator signature for sales on district property _____ Date _____

Approved: 12/18/08