

SCHOOL VOLUNTEERS

- I. The School Board encourages and recognizes the value of parents, guardians, and other community members who are willing to volunteer their time and service to enhance and make special contributions to student learning, District programs and activities, and District operations. The Board also encourages District efforts to highlight and express appreciation for the many important contributions made by volunteers.
- II. The Superintendent and his/her administrative-level and supervisory-level designees are authorized to establish practices and procedures related to (1) the creation of volunteer roles; (2) the definition of a volunteer's responsibilities and scope of authority; (3) the authorization of individual volunteers for particular roles; and (4) the oversight of authorized volunteers by District staff. Such practices and procedures shall be consistent with the following:
 - A. The degree to which the District examines a potential volunteer's background and qualifications shall take into account the nature of the proposed volunteer role. For example, if an individual seeks authorization to serve as a volunteer head coach, that proposed role involves the substantial and generally independent supervision of students; significant responsibilities related to student health and safety, student learning, and student conduct; and the application of many important District policies (e.g., student record confidentiality and the student and co-curricular codes of conduct). In such a situation, the Board's expectation is that the District will examine the potential volunteer's background and qualifications in a manner that is similar to the process that would apply to an applicant for employment in a similar role.
 - B. Both the authorized volunteer and the District staff member(s) who oversee the volunteer's work and the relevant program or activity are expected to take reasonable steps to ensure that the volunteer is aware of the scope of his/her role, any particularly relevant policies and procedures, and any role-specific expectations. District staff members are expected to provide volunteers with reasonable guidance on these matters, and the volunteer is expected to seek clarification from appropriate District staff when needed.
 - C. As basic expectations, authorized volunteers are expected to adhere to applicable District policies and procedures, to exhibit professionalism and observe appropriate boundaries in all communications and interactions with students, and to reasonably adhere to directives and expectations provided by the District and its authorized representatives.
 - D. A school volunteer is not authorized to provide student transportation on behalf of the District via an alternative vehicle (e.g., driving students in a private vehicle) unless the individual has taken the steps to qualify as an alternative vehicle driver and an

appropriate District official has expressly authorized the individual to provide such student transportation in writing.

- E. A school volunteer is not authorized to administer prescription or non-prescription medication to a student (other than the volunteer's own child) unless an appropriate District official has expressly authorized the individual to administer medication to students under applicable District policies. Such authorization shall be documented in writing. This paragraph shall not be interpreted to affect or diminish any immunity from liability that a school volunteer may have in connection with rendering emergency care to a student in good faith.
 - F. The District reserves the right, in its sole discretion and at any time, to rescind, limit, or modify the scope of an authorized volunteer's approved role, up to and including relieving the individual of his/her duties as a District-authorized volunteer.
 - G. A School Board member will not be approved to serve as a volunteer coach or volunteer activity advisor except by approval of the Board and in compliance with applicable state statutes that regulate such a volunteer role for Board members.
- 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. Relative to any personal injury, illness, or damage to or loss of personal property that a volunteer may sustain while volunteering, the District has assumed no additional liability beyond any liability that would already be imposed under applicable law in a specific situation. Therefore, an individual who chooses to serve as a volunteer generally does so at his/her own risk in regard to such injury, illness, damage, or other loss. An authorized school volunteer is not a District employee unless he/she is separately employed in a different and non-volunteer capacity. Authorized volunteers are not covered by worker's compensation insurance or by the District's group medical insurance plans that are offered to eligible employees.
- V. This policy does not apply to individuals who choose to volunteer time and service to and under the direction of a school support organization that is separate and independent of the District (e.g., an athletics booster organization that is organized as a non-profit entity). However, this policy and other District policies may apply to certain activities that may be jointly conducted by the District and by any such school support organization.

Legal reference:

Sections 118.29, 118.29(3), 118.295, 120.20, 121.555, 893.80, 895.46, 895.48(1m), Wis. Stats.

Cross reference:

Board Policy 2105 Mission and Vision of the District
Board Policy 2430.01 – Special Programs by Community Volunteers
Board Policy 8320 – Personnel Records
Board Policy 8330 – Pupil Records

Adopted: 6/18/01

Revised: 4/2/07; 2/11/08; 3/16/15; 12/09/19

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.Woeffel@pwssd.k12.wi.us