

### **353.1 – SCHOOL VOLUNTEERS**

FIRST READING: APRIL 10, 2000  
SECOND READING AND APPROVAL: MAY 8, 2000  
JULY 10, 2000

The School Board supports community involvement as an integral part of the educational goals of the Wisconsin Heights School District. Therefore, the development of volunteer relationships is recommended and encouraged.

Specifically, volunteers can:

- Enrich the school program by sharing their experiences and talents with students.
- Stimulate community interest, concern and support for education.
- Provide an opportunity for interested community members to become directly involved with education.
- Provide students with reinforcement of skills.
- Strengthen school-community partnerships through direct and positive participation within the schools.
- Improve student self-image and help make learning enjoyable.
- Enhance all aspects of the education process.

Duties may involve service to the libraries, classrooms, athletic events, music programs and field trips, tutoring/mentoring youth and similar activities. Volunteers shall not teach but may reinforce skills taught by District staff.

The safety and well being of the students, staff and volunteers of the District is 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 prior to the first time the individual volunteers to work with students and the District reserves the right to conduct additional background checks periodically thereafter.

All prospective volunteers shall be provided with a copy of the District's volunteer handbook. This handbook shall provide volunteers with important information regarding volunteering in the schools and working with students, and provide guidelines for employees to refer to when considering the use of volunteers. Inservice and training activities shall be planned for volunteers, if necessary, so that they may become knowledgeable of applicable laws, policies and procedures and skilled in performing their assigned tasks.

School volunteers shall be expected to abide by all applicable laws, District policies and administrative procedures 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. Volunteers shall be covered under the District's liability policy while performing their authorized duties.

Volunteering is a privilege, not a right. Volunteering begins with a positive and productive relationship with a child's own classroom teacher, where appropriate volunteers should model positive family-school-community relationships respecting the guidelines, set by school staff and communicating courteously and respectfully with all district faculty and staff.

Volunteers are representatives of the school community and are upheld to the same professional standards, as is district staff. If at any time, a volunteer's actions or presence interferes with the positive and productive functioning of an individual child, a classroom, or a school as a whole, the administration reserves the right to reassign and/or remove the volunteer from the school setting.

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.

It is the responsibility of District teachers and administrators to recognize the contributions of volunteers, with the advice and assistance of other employees.

School volunteer programs shall be evaluated annually in accordance with established procedures.

LEGAL REF.: Sections 118.001 Wi Stats  
118.29  
118.295  
120.12(2)  
120.13  
948.13

CROSS REF.: 353.1-Rule, School Volunteer Procedures  
353.1-Exhibit(1), School Volunteer Application Form  
353.1-Exhibit(2), Volunteer Disclosure Statement  
347, Student Records  
526, Personnel Records  
School Volunteer Handbook

**353.1-EXHIBIT(1) - SCHOOL VOLUNTEER ENROLLMENT FORM**

FIRST READING: APRIL 10, 2000  
SECOND READING AND APPROVAL: MAY 8, 2000

**Directions.** Please print the following information:

Date\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_ Telephone\_\_\_\_\_

List the school(s) and grade level(s) for which you are interested in volunteering:\_\_\_\_\_

Which do you prefer (check one) –  Assisting only with my child's grade/class

Assisting with any grade/class if needed.

\*\*\*\*\*

How are you willing to volunteer? (Check all that apply)

within the school

working from the home

no preference

List the days you are available to volunteer: \_\_\_\_\_

List the times of day you are available to volunteer:\_\_\_\_\_

How often are you willing to volunteer? (Check one)

More than once a week

Once a week

Once a month

Other\_\_\_\_\_

Following is a general listing of some of the type of volunteer opportunities that are available in the Wisconsin Heights School District. Please check the opportunities that are of interest to you.

Tutoring children one-on-one or in small groups.

Clerical (e.g., typing, record keeping, filing, duplicating, computer assistance)

Classrooms (e.g., assisting groups of students, field trips, creating/managing instructional materials)

- General School (e.g., organizing, supervising or managing special activities, events or programs)
- Before and/or After School Programs (please specify)\_\_\_\_\_
- Special Skills or Talents (list those you have and are willing to contribute – e.g., music, artistic, leadership, group supervision, fund raising, technology, career day presenter, special experiences) \_\_\_\_\_  
\_\_\_\_\_
- Other ways I could help:\_\_\_\_\_

\*\*\*\*\*

I, as a volunteer working in the Wisconsin Heights School District, fully understand that this position is, as stated, on a volunteer basis, which inherent in its meaning, entitles me to no pay or wages from the Wisconsin Heights School District for my services. I understand the information provided in the Volunteer Handbook and I agree to the rules and guidelines contained therein. I understand that the information included on this form will be added to a school district database and that I may be contacted to volunteer in the areas I have specified. I understand that this volunteer agreement can be terminated without notice at any time by either the school district or the volunteer.

Volunteer Signature\_\_\_\_\_ Date\_\_\_\_\_

Building Administrator Signature\_\_\_\_\_ Date\_\_\_\_\_

Please return this form to your school office or by mail to: Wisconsin Heights School District, Human Resources, 10173 Hwy. 14, Mazomanie, WI 53560.

**353.1-EXHIBIT(2) - VOLUNTEER DISCLOSURE FORM**

FIRST READING: APRIL 10, 2000  
SECOND READING AND APPROVAL: MAY 8, 2000

It is the policy of the Wisconsin Heights School District to require all volunteers and prospective volunteers to complete this Disclosure Statement. Subsequently, the Wisconsin Heights School District will complete a criminal record check for conviction(s) and pending charges through the Wisconsin Department of Justice.

**Please Print Clearly**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Number of years at this address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License Number: \_\_\_\_\_

Have you ever been convicted of or do you have any charges pending for felonies, misdemeanors and/or ordinance violations other than minor traffic violations?  **YES**  **NO**. If yes, please fill in the information below and include date, location and nature and circumstances of offense.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize the Wisconsin Heights School District to review my personal background. I consent to having the Wisconsin Heights School District conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the Wisconsin Heights School District. I understand that the Wisconsin Heights School District will verify the information I have provided above. I hereby release the District, its Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **353.1-RULE - SCHOOL VOLUNTEER PROCEDURES**

FIRST READING: APRIL 10, 2000  
SECOND READING AND APPROVAL: MAY 8, 2000  
REVISED: JULY 10, 2000

### **A. VOLUNTEER HANDBOOK**

The volunteer handbook provided to each prospective school volunteer shall include the following items:

1. Information regarding successfully working with students and some precautions to take concerning student safety and confidentiality.
2. Notification and copies of the District's school volunteer policy and procedures.
3. A "School Volunteer Enrollment Form."
4. A program evaluation form for volunteers.

### **B. SCHOOL VOLUNTEER ENROLLMENT**

1. All prospective volunteers shall complete the "School Volunteer Enrollment Form." Any volunteers who will be working directly with and/or who have access to students shall also be required to complete the "Volunteer Disclosure Form" and acknowledge consent for the District to conduct a complete criminal background check in accordance with the procedures outlined below.
2. The completed volunteer forms shall be forwarded to the Superintendent's Office, where they shall be kept on file. A duplicate copy of the "Volunteer Enrollment Form" shall be kept at the specific school where the volunteer is providing assistance.
3. The Superintendent's Office shall utilize information contained on the school volunteer forms to create and maintain a database of approved school volunteers. Volunteers are approved by the Superintendent after necessary criminal background checks are completed. An updated list of approved school volunteers shall be provided to the Leadership Team on an annual basis.

### **C. CRIMINAL BACKGROUND CHECKS/DISCLOSURES**

1. Volunteers who will be working directly with and/or who have access to students are required to disclose all criminal convictions or pending charges involving violations of the law other than minor traffic violations on the "Volunteer Disclosure Form".  
"Conviction" means the final judgment on a verdict or a finding of guilty, a plea of guilty or a plea of no contest in any state or federal court of competent jurisdiction in a criminal case, regardless of whether the appeal is pending or could be taken.  
"Conviction" does not include a final judgment that has been expunged by pardon, reversed, set aside or otherwise rendered invalid.
2. Volunteers who will be working directly with and/or have access to students shall also be subject to a formal criminal record check conducted by the Wisconsin Department

of Justice (DOJ) prior to being allowed to work with students. The DOJ shall provide the information necessary to complete a conviction record check and the District shall reimburse the DOJ for this service. The Mazomanie and/or Black Earth Police Departments may be requested to obtain conviction records not available through the DOJ.

3. If the prospective volunteer refuses to cooperate fully in completing the "Volunteer Disclosure Form" or is found to have provided false, inaccurate or incomplete information on the disclosure form, the person will be disqualified from volunteering in the District.
4. The "Volunteer Disclosure Form" and conviction record report shall be maintained in files separate from the "Volunteer Enrollment Forms" for as long as the persons are volunteering in the District and as prescribed by the records retention schedule adopted by the District.

#### **D. RECOGNITION OF SCHOOL VOLUNTEERS**

District teachers and administrators shall recognize the contributions of school volunteers to the District. Examples where such recognition might occur include, but are not limited to:

1. staff newsletters
2. parent newsletters
3. building level recognition events
4. program recognition events
5. articles in local or area newspapers

Outstanding volunteers may be nominated to the School Board for a Community Volunteer Service Award.

#### **E. EVALUATION OF SCHOOL VOLUNTEER PROGRAMS**

The District Leadership Team, in conjunction with the Family Resource Center Coordinator, shall annually evaluate District volunteer programs and report the results to the Board in May.