

SCHOOL DISTRICT OF WAUPACA
SERIES 300 INSTRUCTION

CODE: 353.1

VOLUNTEERS IN THE SCHOOLS

The School Board recognizes that citizens can provide valuable contributions to the district's program of services. Volunteers may be used within the school district in accordance with established guidelines. A volunteer is limited to assisting the employee in charge and may not be assigned professional teaching responsibilities such as diagnosing educational needs, prescribing teaching - learning procedures, or evaluating the effects of teaching. Volunteers do not reduce, remove or transfer the employee's authority or responsibility.

Volunteers shall perform duties as assigned by the employee in charge. Building principals shall be ultimately responsible for supervising volunteers. They shall have the right to release those volunteers who cannot effectively perform their assigned volunteer duties.

Volunteers shall be subject to screening by the principal and teacher in terms of their potential for success in certain volunteer assignments. Each volunteer will be required to fill out an application form.

Volunteers shall not provide transportation to students in their personal vehicles for any school-sponsored activities without the approval of the principal (or his/her designee).

Volunteers will be covered under the district's liability insurance policy while performing non-transportation related assignments authorized by the superintendent (or his/her designee), or principal (or his/her designee).

Volunteers will be made aware of procedures, regulations, district policies and assigned tasks by advisers/head coaches and principals or their designees). Volunteers shall be expected to abide by all the school rules and regulations when performing their assigned tasks.

Volunteers who are to be assigned directly with students and without the immediate supervision of a district staff member shall be subject to a formal criminal background check conducted

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by Wisconsin Department of Justice (DOJ) prior to being allowed to work with students. Principals (or their designees) shall determine when a volunteer falls under this paragraph's

requirements and shall obtain information needed by the human resources department to order the background check from DOJ.

If such a prospective volunteer refuses to cooperate fully in providing requested information in order to conduct a background check, the person will be disqualified from volunteering in the district. If the criminal record check confirms a conviction or pending charges, the criminal record shall be evaluated, and if appropriate evaluated by legal counsel to determine if the individual will be accepted as a volunteer based upon the best interests of the District and law.

The purpose of the volunteer program will be as follows:

1. Supplement the work of classroom teachers and/or coaches.
2. Enable the teacher to increase individualized instruction in the classroom.
3. Provide enrichment experience to supplement the educational program.
4. Extend teacher effectiveness by relieving them of non-teaching duties.
5. Meet special school needs.
6. Promote better school-community relations by enhancing community understanding.

ADOPTED: 120892

REVISED: 040897; 080916

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.