

11.101

School Volunteers: The Board recognizes that community citizens as volunteers provide valuable services which benefit our schools and students. Volunteers may come from all backgrounds and all age groups and may include any community members willing to give their time to help students and school staff. The Board encourages the use of volunteers and the following policy is therefore established.

1. Purpose and Scope:
 - a. To enhance the quality of education and student achievement;
 - b. To supplement the work of classroom teachers, upon the request, under the approval of the school administration;
 - c. To enable the teachers to increase individualized instruction in the classroom;
 - d. To provide enrichment experiences to supplement the educational program;
 - e. To enhance teacher effectiveness by providing them more time for educational activities and experiences;
 - f. To provide the community with an understanding of schools and the educational process.

2. General Rule: Building administrators shall make the final determination whether an interested community member will serve as a volunteer. The safety and well-being of the students, staff, and volunteers of the District is paramount. Therefore, the District may conduct criminal background checks on all volunteers who work directly with and/or have access to students. Background checks, if completed, will be conducted prior to the first time the individual volunteers to work with the students and the District reserves the right to conduct additional background checks periodically thereafter.

School volunteers shall be expected to abide by all applicable laws, District policies and administrative procedures when performing their 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/administrator(s).

3. Procedures: Individuals interested in volunteering in the District are required to complete and submit an application form and confidentiality form. Misrepresentation on these forms may result in immediate disqualification for any volunteer service within the District. The District will provide a volunteer handbook to each individual. In addition, volunteers shall be restricted from access to confidential student and employee records except as otherwise specifically provided and consistent with legal requirements and District policies and procedures. Volunteers who will work directly with students and without the immediate supervision of a District staff member 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 District and/or volunteer shall

reimburse the DOJ for this service. The Fond du Lac City Police may be requested to obtain conviction records not available through the DOJ. Volunteers will be required to sign a confidentiality statement and follow the policy.

Adopted 8/8/05