

SCHOOL VOLUNTEERS

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.

The District Administrator 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) background check of the volunteer; (4) the authorization of individual volunteers for particular roles; and (5) the oversight of authorized volunteers by District staff. Such practices and procedures shall be consistent with the following:

1. 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 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.
2. 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.
3. 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.
4. 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.
5. 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.

6. 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.
7. 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.

At its discretion, the District may reimburse an authorized volunteer for all or a portion of his/her reasonable and necessary expenses that are actually incurred in the course of performing his/her volunteer role. Any such expense reimbursement shall be arranged and authorized in advance of incurring the expense and shall follow appropriate substantiation procedures. Any reimbursement for a volunteer's mileage shall be paid at the federal rate applicable to deductible miles driven in the service of charitable organizations.

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.

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.

ADOPTED: November 26, 2018

REVISED:

LEGAL REFS.: **Wisconsin Statutes:**

| | |
|-----------------------------------|---|
| Section 118.29 | [administration of medication to students; written designation required] |
| Section 118.29(3) | [limited immunity for school volunteers who render emergency care in good faith to a student] |
| Section 118.295 | [suicide intervention; limited civil liability exemption] |
| Section 120.20 | [school board members serving as a volunteer coach or activity supervisor] |
| Section 121.555 | [providing student transportation via alternative vehicles; driver and vehicle requirements] |
| Section 893.80 | [claims against governmental bodies or officers, agents or employees; limitations on damages and suits] |
| Section 895.46 | [judgments against political subdivisions; indemnification of agents] |

[Section 895.48\(1m\)](#) [limited immunity for certain health care providers and emergency responders who render voluntary health care to a participant in an athletic event sponsored by a school]

Federal Law:

[42 U.S.C. §14501 et sq.](#) [the federal Volunteer Protection Act; limited immunity from certain negligence claims for qualified volunteers]

[29 C.F.R. Part 553, Subpart B](#) [volunteers under the Fair Labor Standards Act]

CROSS REFS.:

REVIEW DATE: November 26, 2018

VOLUNTEER GUIDELINES

Volunteers serve in many different roles and provide a variety of different services within the District's schools, programs, and operations. A proposed volunteer's specific role and responsibilities generally determine the extent to which the District will evaluate a potential volunteer's background and qualifications.

In some situations, a criminal background check of a proposed volunteer is a prudent measure that serves important safety-related interests. These guidelines specifically address criminal background checks for volunteers.

1. The District reserves the discretion to require a criminal background check in connection with any volunteer role, as well as the discretion to initiate a background check (or a re-check) at any time.
2. Background rechecks will be required for all approved volunteers every 24 months. At the discretion of the principal and/or designee, a background recheck may be required at intervals less than 24 months.
3. Staff members who have any question or uncertainty as to whether a criminal background check should be conducted for a particular volunteer role are expected to either (1) structure the applicable procedures to include the background check, or (2) address and resolve the specific situation with the input and direction of a school principal or another District Office administrator.
4. Staff members who are seeking and planning to use volunteers are expected, where applicable, to plan in advance for the time it takes to process and evaluate a criminal background check.
5. If the District decides to deny approval for an individual to serve as a volunteer, the individual will be advised of the decision. The individual may seek a review of the decision by the District Administrator or his/her District-level administrative designee. Pending a review of the initial determination, the individual will not be permitted to volunteer in the role for which approval was denied, and the District may also restrict other volunteer roles at its discretion.
6. A criminal background check is not mandatory for a proposed volunteer role (1) that is limited to a one-time or short-term activity, and (2) during which a District employee or another administratively-approved responsible adult will retain primary supervision of the student(s) and be in the presence of the volunteer during the volunteer's interactions with students. To the extent applicable given the time and location of the activity, any such volunteer is expected to follow the District's established procedures for visitors to the schools. Examples of these situations include:
 - a. An approved guest speaker gives a presentation to a class, school, or other District-supervised group of students.
 - b. A parent or guardian who, with teacher approval, participates in a class activity (such as reading a book to a class in an elementary school) while the teacher remains present.
 - c. An approved volunteer assists with an athletic event that is open to the public (such as assisting as a timer at a track meet).
7. A criminal background check is not mandatory when a proposed volunteer role (1) is structured such that there is no intended direct interaction with students or such that any minimal interaction with students is likely to occur in a setting that is under direct District-provided supervision (other than the volunteer), and (2)

in the District’s judgment, there is no other significant risk to health, safety, or property that a background check would reasonably mitigate. To the extent applicable given the time and location of the activity, any such volunteer is expected to follow the District’s established procedures for visitors to the schools. Examples of these situations include:

- a. A school authorizes a community volunteer to assist with landscaping, outdoor field preparation, etc. (e.g., planting annuals at a school entrance).
 - b. An authorized parent or community volunteer assists District staff with tasks such as the set-up for a special event or activity or preparing mailings, take-home information, or back-to-school/registration packets.
8. A criminal background check is required for an individual who volunteers in roles such as the following:
- a. A chaperone of an overnight travel activity that involves students.
 - b. A chaperone of a field trip or similar travel-related activity who will be assigned as the primary adult supervisor of any students other than the volunteer’s own child(ren) (e.g., for field trips where students will be grouped and each group will participate in the activities in a manner that is generally independent of the other groups and such that District staff cannot reasonably serve as direct supervisors of all students.).
 - c. Individuals who are authorized in writing by the District to transport students in a private vehicle.
 - d. Volunteer tutors or classroom assistants who will be working with students in a one-on-one setting or with small groups of students in a setting where there is unlikely to be reasonably consistent direct co-supervision provided by District staff.
 - e. Volunteer coaches and volunteer activity advisors (including all regular assistant coaches and assistant advisors).
 - f. A volunteer whose role will involve substantial and/or recurring direct contact and interaction with students and for which, due to the nature of the activity, it can be expected that such interaction will occur without reasonably consistent direct co-supervision by District staff. An example would be a community volunteer who agrees to direct and supervise the design and building of the sets for a school musical, where students will be working under the direction of the volunteer, and where it is expected that the volunteer will often be the only adult present in the area(s) where the work is occurring.
9. In some instances, the District may have knowledge of specific information or allegations about an individual that cause the District to conduct a criminal background check regardless of the volunteer role(s) at issue.
10. As a general guide, this chart provides examples of various classifications:

| Classification | Definition | Examples |
|------------------|--|--|
| Classification 0 | No background check required, however extra vigilance, security, and supervision is necessary. | Daytime graduation ceremony, Grandparents Day, community blood drive, parent-teacher conferences. (See Board Policy KKA) |
| Classification I | Background screening against the national sex offender registry. | Guest speaker who will be supervised by District employees the entire time of the visit, vendors, planned meeting in the building with staff members, unplanned meeting in the building with staff members. (See Board Policy KKA) |

| Classification | Definition | Examples |
|-------------------|--|---|
| Classification II | Background screening against the national sex offender registry and national criminal records. | <p>Visitor with a known background by the staff due to local concerns, volunteers for a field trip in which the volunteer will have responsibility for one student or a group of students without the oversight or supervision of a District employee (see board policy IMP), volunteer tutor who will work with students one-on-one or in small groups without the direct oversight or supervision of a District employee.</p> <p>Volunteer coaches of school sponsored sports or volunteer advisors of school sponsored clubs in which the coach/advisor is volunteering his/her services for the all of or the majority of an entire season. A season, for example, could be an entire wrestling season or an entire season for a school musical. For volunteers, please see board policy IMP.</p> |

Where the guidelines provided above indicate that a volunteer role does not require a mandatory background check, the mere possibility that a volunteer might inadvertently or unexpectedly be present or interact with students outside of other direct District-provided supervision for a brief period of time is not sufficient to make a background check mandatory.

The guidelines provided above do not attempt to address every possible volunteer role, and it is acknowledged that the decision to require or not require a criminal background check for a school volunteer can involve the exercise of judgment and discretion. The District expects all staff and administrators to exercise reasonable judgment in light of the above guidelines, and to apply the above guidelines without any unlawful discrimination.

The guidelines provided above regarding criminal background checks do not attempt to address other planning and procedures that may be associated with the creation, definition, and implementation of various volunteer roles. For certain roles, such other procedures may involve conducting personal interviews, assessing an individual’s experience and qualifications, requiring the volunteer to participate in orientation and training activities, planning to evaluate the volunteer’s performance, and/or obtaining feedback on the volunteer’s experience. Such further assessments of a volunteer’s qualifications and fit for a specific role can assist the District with its goals and obligations related to safety and the provision of high-quality programs and instruction.

11/26/18

VOLUNTEER BACKGROUND DISCLOSURES AND CONSENT FOR BACKGROUND CHECK

| <p>1. Current Name, Previous Name(s) or Alias(es), and Date of Birth:</p> <p>_____ / ____ / _____</p> <p>First Name Middle Name Last Name Date of Birth (MM / DD / YYYY)</p> <p>If you have used any names for yourself, other than those listed above (e.g., a maiden name), identify ALL of those previous names or aliases:</p> <p>(1) _____ (2) _____ (3) _____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>2. Phone #: _____</p> | | <p>3. Social Security Number *: ____ - ____ - _____</p> | | | <p>4. Driver's License #: _____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5. Current Address:</p> <p>_____ From (date) _____ to present.</p> <p>Street Address City State Zip Code</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6. Previous Address(es) During Last 10 Years:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Street Address</th> <th style="width: 15%;">City</th> <th style="width: 15%;">County</th> <th style="width: 10%;">State</th> <th style="width: 10%;">Zip Code</th> <th style="width: 10%;">From (MM/YY)</th> <th style="width: 10%;">Until (MM/YY)</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>(If you do not know the exact street address, provide at least the street name and all other information. Attach additional sheets if needed.)</p> | | | | | | | | Street Address | City | County | State | Zip Code | From (MM/YY) | Until (MM/YY) | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Street Address | City | County | State | Zip Code | From (MM/YY) | Until (MM/YY) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| _____ | _____ | _____ | _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7. List any other states/countries (other than those listed above) in which you have lived as an adult:</p> <p>_____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8. PRIOR CONVICTIONS*: Check the appropriate box. List all prior convictions* for violations of laws or ordinances, other than minor traffic violations.</p> <p><input type="checkbox"/> I have not been convicted of any violation of a law or ordinance in any jurisdiction, other than minor traffic violations (and excluding private civil suits).</p> <p><input type="checkbox"/> I do have a record of a previous conviction, and each such conviction is listed below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Charge:</th> <th style="width: 20%;">County/State</th> <th style="width: 30%;">Date (MM/YY) of Conviction</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>(Attach additional sheets and/or additional explanation, as needed.)</p> | | | | | | | | Charge: | County/State | Date (MM/YY) of Conviction | _____ | _____ | _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | |
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| _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9. PENDING ARRESTS/CHARGES*: Do you have any pending charges that have been filed against you? Check the appropriate box. If "yes," identify ALL such pending charges*.</p> <p><input type="checkbox"/> No. There are no charges presently pending against me in any court or law enforcement jurisdiction, other than minor traffic violations.</p> <p><input type="checkbox"/> Yes. Identify each of the alleged violation(s):</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Charge:</th> <th style="width: 20%;">County/State</th> <th style="width: 30%;">Date (MM/YY) Charged</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>(Attach additional sheets and/or additional explanation, as needed.)</p> | | | | | | | | Charge: | County/State | Date (MM/YY) Charged | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Charge: | County/State | Date (MM/YY) Charged | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10. SEX OFFENDER REGISTRY / VULNERABLE PERSON ABUSE REGISTRY: Check the appropriate boxes; you may provide additional explanation.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Have you, at any time, been included on a sex offender registry in <u>any</u> jurisdiction?</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you, at any time, been included on <u>any</u> registry for abuse committed as a caregiver or committed against any vulnerable person in <u>any</u> jurisdiction (e.g., the Wisconsin Caregiver Misconduct Registry or any similar registry)?</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| THIS FORM IS TWO-SIDED. PLEASE TURN OVER. | | | | THIS FORM IS TWO-SIDED. PLEASE TURN OVER. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*** NOTICES / INFORMATION RELATED TO THIS FORM:**

1. **Request for Social Security Number:** The School District uses the Social Security Number provided by the individual filling out this Form solely to verify the information disclosed on this Form and to facilitate any search for additional information related to an applicant's pending charges, prior convictions, or driver's record. Pursuant to the federal Privacy Act, the School District is required to inform the applicant that providing his/her Social Security Number on this Form is voluntary. If the individual filling out this Form does not voluntarily provide his/her Social Security Number as requested, the School District will determine whether or not it is still able to conduct a timely and satisfactory background check without that information. To the extent the District, in its sole discretion, elects to use an alternate process to conduct a background check due to the absence of a valid Social Security Number, the applicant may be required to pay any additional costs associated with the alternate process (e.g., fingerprinting).
2. **Disclosures of Prior Convictions and Pending Charges:** The following additional information/instructions apply to the mandatory disclosures of prior convictions or pending charges that are required by this Form:
 - a. In the section requiring disclosure of "PENDING ARRESTS/CHARGES," the individual filling out this form must list only matters that remain pending. If any past charge was fully dismissed, or if the individual was acquitted (i.e., found innocent) of the alleged violation(s), then the arrest or charge need not be disclosed. If the individual was convicted of any alleged violation, that information should be disclosed in the section of the Form that addresses the individual's prior convictions.
 - b. Prior convictions and pending charges disclosed on this Form will be considered by the District only to the extent permitted by applicable state and federal law.
 - c. If the School District's background check returns law enforcement record or court record information (e.g., criminal history) that the District deems relevant to the decision to approve the applicant as a school volunteer, the applicant will be provided with an opportunity to provide additional information to the District about the context, accuracy, and/or completeness of such information before any final determination is made.
 - d. **None** of the following reasons are valid grounds for failing to disclose a prior conviction: (1) full payment of a fine; (2) completion of a jail term or prison sentence; (3) the completion of any period of probation or supervision following a conviction; or (4) the passage of a certain period of time.
3. **Fair Credit Reporting Act:** Unless the individual filling out this Form is otherwise notified by the District in writing, the School District will not (1) seek to obtain a personal credit history report or other Consumer Report regarding the individual; or (2) engage the services of (or use any report obtained from) a Consumer Reporting Agency in connection with conducting the School District's background check.

IMPORTANT: READ THIS SECTION CAREFULLY BEFORE SIGNING, DATING, AND RETURNING THIS FORM TO THE DISTRICT

By signing and dating this Form in the space provided below, I acknowledge that I have read, understand, and agree to all of the following:

1. I have personally completed and carefully reviewed the information I have provided on this Form.
2. I understand and agree that all information and records that I provide (directly or indirectly) to the School District in support of my application to serve as a school volunteer (including my responses on this Form) must be accurate, truthful, materially complete, and not misleading. I also accept an ongoing duty throughout any period that I may serve as School District volunteer to supplement and correct the information and records that I have provided if it comes to my attention that anything was inaccurate, false, misleading, or materially incomplete.
3. I authorize and give my consent to the School District and to its designated officers, employees, or agents to conduct a background check in order to assess and determine my character and my fitness, skills, qualifications, and ability to successfully serve as a School District Volunteer. The District's investigation and review of my background may include inspection of law enforcement records; driving records; court records; personal and professional references; and other sources of information which may, in the discretion of the District, be relevant to my application EXCEPT that the District will NOT (1) seek or review information where prohibited by applicable law; or (2) seek any medical records unless the School District first consults with me and, to the extent required by law, obtains my consent for the disclosure of such records.
4. I understand and acknowledge that the School District considers the completion of this Form to be necessary to the consideration of my candidacy as a School District volunteer, and that the District will act in reliance on the information and any records that I provide. I understand that failure to consent to the background check, or my failure to reasonably cooperate with the background check process, will result in my ineligibility to serve as a volunteer.

APPLICANT'S SIGNATURE

DATE (mm/dd/yyyy)

FORMAL ADMINISTRATOR APPROVAL AND AUTHORIZATION

- The School District has reviewed this applicant's background information, found it to be complete and acceptable in relation to the proposed volunteer activities, and authorizes the above-named applicant to serve as a School District volunteer, with any additional clarifications as to the scope of authorization, or period of approval, as noted below:

ADMINISTRATOR SIGNATURE AND TITLE: _____ DATE: _____