

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**353.1**

**SCHOOL VOLUNTEERS**

The Dodgeland School Board recognizes that volunteers can make useful contributions in the schools of the district. The Board endorses and supports the concept of a volunteer program, subject to the guidance, rules and safeguards established by the Board and administration.

The recruitment of volunteers shall be conducted by the principal. The principal shall annually notify the public that the district welcomes volunteers. Offers by parents and other members of the public to serve as school volunteers shall be made through the principal's office.

The selection of volunteers shall be by the principal with the approval of the District Administrator and/or School Board. All approved volunteers shall be registered before beginning work.

To ensure the safety and well being of the students and staff members the district shall conduct criminal background checks on all volunteers who work directly with and/or have access to students; or who consistently and routinely volunteer in the schools; or who have access to confidential student information; or who have unsupervised contact with students; or who supervise extended field trips. Background checks shall be completed prior to the first time the volunteer works with the students. The district reserves the right to conduct additional periodic background checks thereafter.

Volunteers who are approved and registered shall be under the direction of the principal. The principal shall define and assign responsibilities and tasks to be performed by volunteers in the respective schools. Volunteers shall perform only those tasks assigned by the principal. When volunteers work directly with students, their activities shall be under the direct supervision of the classroom teacher or other designated employee. The Board shall provide liability insurance protection for volunteers while performing services authorized by the principal or designated supervisor.

Volunteers shall be expected to abide by all applicable Board policies, school rules, laws and regulations when performing assigned responsibilities. Volunteers shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Inservice and orientation activities shall be planned and conducted to provide opportunities for volunteers to become skilled in performing their assigned tasks. Any special job-related guidelines shall be addressed in the orientation activities. Appropriate recognition shall be provided annually to all program participants.

Volunteer assignments may be discontinued at the discretion of the principal, District Administrator, or Board at any time.

LEGAL REF.:	Sections	118.001	Wisconsin Statutes
		118.29	
		118.295	
		120.12 (2)	
		120.13	
		948.13	

CROSS REF.:	347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records
	860, Visitors to the Schools

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