

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

INSTRUCTION

EXTENDED INSTRUCTIONAL PROGRAMS

COMMUNITY RESOURCES

SCHOOL VOLUNTEERS

353.1

The School District of Pittsville recognizes the important role that volunteers contribute valuable services to the students and staff. The Board encourages the use of volunteers to enhance communication and cooperation between the students, staff members, and the community.

A “School Volunteer” is any person who offers to perform a service or carry out an activity during the school day or during extended-day, school related programs, including volunteer chaperones on student field trips or other travel trips, without pay or other material compensation.

Any individual who wishes to provide volunteer services to the district will need to complete a Volunteer Application form. This includes all individuals who volunteer in the schools on a regular basis, and all volunteers who chaperone school sponsored field trips. In cases of continuing volunteers, updated applications shall be submitted every year. Forms must be submitted at least two weeks prior to the first time the individual volunteers. This policy does not apply to “incidental adult visitors” who visit school, upon invitation by a staff member of the school for a specific, limited purpose including, but not limited to, speaking to a class or assembly, judging an academic or extra-curricular competition, or giving a musical or theatrical performance.

The District Administrator or his/her designee will review the volunteer application and will complete a background check for each applicant. The District Administrator or his/her designee shall have sole discretion to determine whether information obtained through the background check disqualifies an individual from serving as a volunteer with the district. A failure to disclose pending arrests or prior felony or misdemeanor convictions will be grounds for exclusion as a school volunteer, regardless of the nature of the arrest or conviction. Those applying to be volunteers will have the right to attach any statement or explanation to the conviction report. All information gathered during the district’s background check will be kept confidential.

Parents of students enrolled in the district shall be subject to the same requirements to qualify as volunteers; however, parents deemed not qualified to serve as volunteers will not be prevented from otherwise actively participating in their children’s education.

Volunteers will be covered under the district’s liability policy while performing services authorized by the school principal or their direct supervisor.

Volunteers are expected to abide by the school district’s regulations and rules when performing assigned responsibilities. The School District of Pittsville reserves the right to terminate volunteer service at any time.

Approved: January 11, 2016

GUIDELINES FOR VOLUNTEERS

Welcome!

Volunteers play an important and valuable role in the Pittsville School District. Students, teachers, staff, families and the community benefit from the work of individuals like you who freely share their talents and resources. We also know that as a volunteer, you, too, will be rewarded.

This information is directed to volunteers who devote a portion of their time to one of the most important systems in any community, the public schools. To help you get the most out of your experience, we want to make sure you are informed. Volunteers help in many different ways: classrooms, playgrounds, libraries, offices, field trips, team sports and special projects. On behalf of the teachers, staff and students, "Thank you. We could not create success without your help."

YOU ARE PART OF A TEAM

As a school volunteer you are a role model for students. Conduct yourself toward students and staff in a respectful manner that sets an example of professionalism and good citizenship.

SIGN IN PROCEDURES

Volunteers are required to sign in at the office. Signing in each time you volunteer allows school personnel to locate you immediately in case of an emergency.

CONFIDENTIALITY

What you hear/observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team, a family or child. If a parent asks how their child is doing, please refer them to the classroom teacher.

WHAT TO WEAR

Wearing appropriate, practical and comfortable clothing when you volunteer is one more way you can be a role model.

WHO IS DOING THE TEACHING?

If you are volunteering in a classroom, make sure you are clear and comfortable with your responsibilities and duties. The real value for a teacher in having a volunteer is that it frees the teacher to teach.

LANGUAGE

Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say.

OUR COMMITMENT TO YOU

While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from school staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

EFFICIENCY

We respect your time, interest and talents and will make every effort to utilize them efficiently. Let school personnel know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

DISCIPLINE/SUPERVISION

As a school volunteer, you perform under the same direction and supervision as school personnel. Therefore, when you see students disobeying school/classroom rules or engaging in unsafe behavior, report to staff immediately. In addition, if you witness or suspect that students are treating each other disrespectfully, take steps to intervene when safe to do so and then report to staff immediately. However, only staff may take the corrective action.

REPORTING CHILD ABUSE

School volunteers are not considered mandatory reporters of suspected child neglect or abuse. If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this information immediately and privately to the school principal.

SECURITY

A person who is required to register as a sex offender shall not serve as an instructional or non-instructional volunteer. A Person who is convicted of a felony or misdemeanor for a crime related to violence, theft or drugs may not volunteer except through appeal by the Principal to the District Administrator.

School District of Pittsville

VOLUNTEER APPLICATION

(Please print legibly and complete the entire form)

FOR OFFICE USE ONLY:

Background Check Date: _____

DL: _____ SO: _____ CCAP: _____

Accepted: Rejected:

Restrictions: No Field Trips Within Line of Sight
 No Driving No Handling of Money
 No Overnight Trips

All school volunteers must complete this application to volunteer in any of the schools of the School District of Pittsville. Please **PRINT** legibly and complete the entire form. For your safety, and that of our students, a **BACKGROUND CHECK** will be completed on all volunteers. Approved volunteers will need to be reapproved on an annual basis. A complete application form with an original signature and a copy of your legal/government issued photo ID, must be kept on file. **PLEASE ATTACH A COPY OF YOUR LEGAL/GOVERNMENT ISSUED PHOTO ID.**

* Required fields. The application cannot be processed without completion of these fields.

VOLUNTEER INFORMATION

* Legal Name as it appears on your photo ID (last, first, middle):		* Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	* Birth Date: / /	* Other Names Used:
* Street Address:		* Social Security No.:		* Home Phone No.: ()
P.O. Box:	* City/State:	* ZIP Code:	* Length of WI Residency:	
Other Phone No.:	* E-Mail Address:			
School where you will be Volunteering:	<input type="checkbox"/> Pittsville High School <input type="checkbox"/> Pittsville Elementary School	Students(s) Name:		

EMERGENCY CONTACT INFORMATION

Name:	Phone No.:
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PLEASE COMPLETE AND SIGN BELOW

The School District of Pittsville has a responsibility to its students, staff, and visitors. In this regard, all individuals desiring volunteer assignments in our facilities are required to complete a criminal history document. The School District of Pittsville reserves the right to refuse volunteer assignments to individuals convicted of offenses pursuant to Wisconsin state law. In the space provided below, please list all charges of criminal offense, whether adjudicated guilty or not, and whether the offense occurred in Wisconsin or in another state. Include all convictions of criminal traffic offenses, such as DUI, driving with a suspended license and careless or reckless driving. Also, include any sealed or expunged convictions and any convictions or confirmations of child abuse. In completing this public document, please understand the School District of Pittsville's sincere concern is for the safety of students, staff, and visitors.

* Have you ever been CONVICTED, as defined above, pled no contest, or had adjudication withheld in a criminal offense, felony, or misdemeanor OR are there any criminal charges now **pending** against you other than minor traffic violations? No Yes

* **If yes**, please show date of convictions, the town, city, state where it occurred, the arresting agency, the specific offense, and the disposition of the case (paid fine, guilty, nolo contendere, adjudication, PTI/PTD, etc.)

DATE OF CONVICTION	LOCATION/ARRESTING AGENCY	SPECIFIC OFFENSE	DISPOSITION

By signing below, I agree:

- To the rules and responsibilities of the volunteer assignment. I understand that all involvement with students shall be under staff supervision and is restricted to the school day, on school grounds, or a school-sponsored activity. My signature below certifies that I have reviewed the criminal statement and responded truthfully. **FALSIFICATION OR OMISSION ON AN OFFICIAL PUBLIC DOCUMENT IS A CRIMINAL OFFENSE AND CAN BE PROSECUTED, AND MAY CONSTITUTE GROUNDS FOR DISQUALIFICATION FROM BEING A VOLUNTEER.**
- I agree to maintain **CONFIDENTIALITY** of student's information.

* Volunteer Signature

* Date

