

The Board of Education supports community involvement as an integral part of the educational goals of the Richmond School District. Therefore, the development of volunteer relationships is recommended and encouraged. Specifically, volunteers can:

- Enrich the school program by sharing their experiences and talents with students.
- Stimulate community interest, concern and support for education.
- Provide an opportunity for interested community members to become directly involved with education. Provide students with reinforcement of skills.
- Strengthen school-community partnerships through direct and positive participation within the schools.
- Improve student self-image and help make learning enjoyable.
- Enhance all aspects of the education process.

Duties may involve service to the libraries, classrooms, athletic events, music programs and field trips, tutoring/mentoring youth and similar activities. Volunteers shall not teach but may reinforce skills taught by District staff.

The safety and well-being of the students, staff and volunteers of the District is paramount. Therefore, the District shall conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students. Background checks will be conducted prior to the first time the individual volunteers to work with students and the District reserves the right to conduct additional background checks periodically thereafter.

All prospective volunteers shall be provided with a copy of the District's Volunteer Handbook. This handbook shall provide volunteers with important information regarding volunteering in the schools and working with students, and provide guidelines for employees to refer to when considering the use of volunteers.

Inservice and training activities shall be planned for volunteers, if necessary, so that they may become knowledgeable of applicable laws, policies and procedures and skilled in performing their assigned tasks.

School volunteers shall be expected to abide by all applicable laws, District policies and administrative procedures when performing their assigned 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. Volunteers shall be covered under the District's liability policy while performing their authorized duties. Volunteering is a privilege, not a right. Volunteering begins with a positive and productive relationship with a child's own classroom teacher, where appropriate volunteers should model positive family-school-community relationships respecting the guidelines set by school staff and communicating courteously and respectfully with all District staff.

Volunteers are representatives of the school community and are upheld to the same professional standards as is District staff. If at any time, a volunteer's actions or presence interferes with the positive and productive functioning of an individual child, a classroom, or a school as a whole, the administration reserves the right to reassign and/or remove the volunteer from the school setting.

Volunteers shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements and District policies and procedures. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. It is the responsibility of District teachers and administrators to recognize the contributions of volunteers, with the advice and assistance of other employees.

Volunteers for school athletic program shall show evidence of having passed an approved coaching and first aid course or courses at the volunteers' expense.

Board members may serve as a volunteer coach or supervisor under the following conditions:

1. The school board member must not receive compensation for serving as a volunteer coach or supervisor;
2. The school board member must agree to abstain from voting on any issue that comes before the school board that substantially and directly concerns the activity that he or she coaches or supervises while he or she is serving as a volunteer coach or supervisor; and
3. The school board must receive the results of a criminal background investigation of the school board member that has been conducted by the Wisconsin Department of Justice or the Federal Bureau of Investigation.

The new law expressly provides that a school board member who is serving as a volunteer coach or volunteer activity supervisor is not required to abstain from voting on the school district's annual budget in order to remain in compliance with the second condition listed above.

School volunteer programs shall be evaluated annually in accordance with established procedures.

Legal Ref.: Sections 118.001 Wisconsin Statutes 118.29 118.295 120.12(2) 120.r3 948.13

Cross Ref.: School Volunteer Handbook

Adopted: 8/22/2016