

VOLUNTEER POLICY

The School District of West Salem recognizes that citizens can provide valuable contributions to the district's programs and services. The board encourages the use of volunteers in and out of the classroom, including community participation on committees. The District will conduct criminal background checks on prospective volunteers as warranted by the respective duties of the volunteer position.

CROSS REF: Volunteer Procedures

APPROVED: July 19, 2004

REVISED: September 23, 2013

## VOLUNTEER PROCEDURES

### Application Process

1. Individuals who wish to volunteer must complete the Volunteer Application.
2. Background checks will be completed on prospective volunteers as warranted by the respective duties of the volunteer position. [Other districts may not have completed a background check, or the background check completed by the other district may be old.]
3. If a volunteer's application is approved, the volunteer will be notified and may begin providing services in the schools as scheduled by administration.
4. If a volunteer's application is denied, the applicant will be notified. The School District of West Salem is not obligated to approve all who volunteer.
5. Volunteers may not be routinely assigned to classrooms in which their own children are in attendance.
6. Any other requirements related to the volunteer activities (i.e. possessing a valid operator's license, having adequate insurance, etc) must be met before volunteers begin their duties (reference Wisconsin Statutes Section 121.555).

### Supervision of Volunteers

1. School volunteers shall be expected to abide by all applicable laws, school policies, and administrative procedures when performing their assigned responsibilities.
2. The building administrator or their designee shall define and assign responsibilities and tasks to be performed by volunteers in the respective school. Volunteers should perform only those tasks assigned.
3. The building administrator or their designee shall supervise and direct the activities of the volunteer.
4. Volunteers may be dismissed at the building administrator, superintendent, or school board's discretion.

### Liability

Volunteers, as defined above, shall be covered under the district's liability insurance policy while performing services authorized by the School District of West Salem.

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