

Adopted: 07/18/1988
Revised: 03/16/2009

353.1

School District of Prairie Farm

School Volunteer Policy

The purpose of the School Volunteer Program is to enhance the academic, co-curricular, and support services of the Prairie Farm Schools. This program is designed to provide assistance to the school staff; to offer tutorial services to students; to provide resource people who share their skills for the benefit of our students; and to provide support to the District through direct involvement.

The Board of Education of the School District of Prairie Farm recognizes the value of the contributions made by school volunteers to the District's program of services. The Board of Education supports the concept of a School Volunteer Program, subject to the rules and guidelines as developed by the Administration and approval by the Board.

CROSS REF: 353.1 Volunteer Rule

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School Volunteer Policy

The school volunteer policy shall abide by the following:

1. Offers to serve as a volunteer in a school program should be made through the Administrator's office. All volunteers are to be registered before beginning work.
2. The recruitment and selection of volunteers shall be by the building/program administrator with the approval of the Administration.
3. The Principal shall assign and define responsibilities and tasks to be performed by volunteers in the school. Volunteers are to perform only those tasks assigned by the Principal.
4. Volunteers shall be under the direction of the Principal. When volunteers work directly with children, their activities will be under the direct supervision of the classroom teacher or program supervisor.
5. Decisions regarding students (such as disciplinary action, program placement, or formal evaluation of progress) rest with the classroom teacher/program supervisor/building administrator.
6. Communications and actions of volunteers should be appropriate to the school environment and should not include physical punishment of a child nor verbal reprimands or acts that are abusive, discriminatory, inflammatory, or neglectful in nature.
7. In-service and orientation activities shall be planned as needed for volunteers so that they may become skilled in performing their assigned tasks. Any special job-related guidelines should be stressed in the orientation activities.
8. School volunteers shall be expected to abide by all school rules and regulations when performing their assigned responsibilities.
9. Volunteers will be restricted from access to confidential information on students and employees.

10. The Board of Education will provide liability insurance protection for School Board approved volunteers.
11. Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
12. Volunteers are not to promote commercial products; promote religious beliefs; give medical treatment other than emergency care; spend or lend money in the role as a volunteer; nor give items to students.
13. Volunteers may be dismissed at the discretion of the Principal, the District Administrator, or the Board of Education.
14. All volunteers may be subjected to a background check.

Cross Ref.: Wisconsin State Statute 118.13 PI 9