

**SCHOOL BOARD ADMINISTRATIVE RULE**  
**School District of Holmen**  
**HOLMEN, WI 54636**

**FILE: 815**  
**COMMUNITY**

**SCHOOL VOLUNTEERS**

**Philosophical Foundation:**

The Holmen School Board supports community involvement as an integral part of the educational goals of the District. Therefore, the Board encourages and recommends that District employees develop relationships with parents and community members that foster volunteerism in District schools/programs. Specifically, volunteers shall:

- Enrich the programming 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.
- Provide students with reinforcement of school skills.
- Strengthen school-community partnerships through direct and positive participation.
- Improve student self-image and increase student learning.
- Enhance all aspects of the education program.

In supporting this initiative, the Board will, at least once yearly, acknowledge the contribution volunteers make to the advancement of student achievement across the District.

**Administrative Rule Provisions:**

School volunteers shall be expected to abide by all applicable laws, District policies and administrative procedures when performing their volunteer duties. Specific volunteer duties are approved by the building administrator/program supervisor.

Duties may involve, but are not limited to, supporting libraries, classrooms, athletic programs and events, music programs, field trips, tutoring/mentoring youth, mini-lessons, career-related events, and similar activities. Volunteers may reinforce skills taught by District staff. Other duties may include serving as a chaperone or supervisor for various situations or providing services to improve facilities, campus buildings, or equipment. Volunteers will not be used to fill positions deemed as essential functions of employees of the District.

In addition, the following points shall be part of the volunteer process:

- The safety and wellbeing of the students, staff and volunteers of the District is paramount. Therefore, the District Administrator or his/her designee shall conduct criminal background checks on all volunteers. Background checks will be conducted prior to the first time the individual volunteers work with students. Criminal background checks are repeated every four years for continuing volunteers. The District reserves the right to conduct additional background checks as deemed necessary. Criminal background checks shall include information from local, state and national data banks.
- The initial criminal background review process (approval/disapproval) shall assess whether or not the criminal record is reasonably related to the types of activities the volunteer may participate in. As the new scope of all volunteer duties may be difficult to predict at the time of application, a very liberal interpretation of duties shall be applied in all cases. Approval/denial shall also consider how recent criminal records took place and the frequency of such occurrences.

If the initial application is denied the applicant may appeal the determination to the District Administrator. The applicant will be given an opportunity to provide additional information. The District Administrator may either: confirm the denial; provide general approval; or provide approval to singular volunteer opportunities.

- Volunteers will be required annually to complete the volunteer registration process to remain on the approved District Volunteer list. Allow two weeks for processing of registrations.
- All volunteers will be given information and/or informal training on volunteering in the schools through a volunteering pamphlet and/or meeting with the employee with whom they are volunteering to become familiar with expectations for the volunteer assignment.
- School 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. Volunteers will be subject to being barred from volunteering if confidentiality of sensitive and/or confidential student information is betrayed by the volunteer.
- Parents will be notified through student handbooks, newsletters, and District website that schools regularly use volunteers to enrich the educational program of the school. Parents should notify the school/program area if they have concerns about contact between a specific volunteer and their child. Handbooks/newsletters will also inform parents that if their child(ren) have regular contact with a volunteer, that parents will be notified of the relationship between their child(ren) and the volunteer and will be asked to provide permission for the volunteer to work with their child(ren).

All District employees are responsible for directing and supervising the activities of volunteers. Inappropriate conduct of volunteers will be reported to the building administrator or supervisor. A building administrator or supervisor has the discretion to revoke volunteer rights at any time. District staff may notify administrators/supervisors if they elect not to have a volunteer in their classroom or program area. Volunteers shall be covered under the District's liability policy while performing their authorized duties. Any of the above offenses shall result in the school terminating the relationship with the volunteer.

**Visitors** are individuals only at the schools for a short duration and not participating in the classroom setting (i.e., lunch with student periodically, guest speaker, attendance at classroom program, etc.) Visitors do not require a background check, but are required to check in at the school office and wear a visitor's badge while in school. The school principal will determine if activity is defined as volunteer or visitor.

The School District of Holmen is an equal opportunity organization. It does not discriminate based upon, gender, religion, and sexual orientation, ethnic or cultural background.

Legal Ref: Wisconsin State Statutes Section:  
111.335 Arrest or conviction record; exceptions and special cases

Cross Ref: 823 Public Access to Employee Records Policy  
529 Criminal Background Check Policy  
493 Student Privacy Policy  
831 Smoke-free Environment  
832 Weapons in School Policy  
833.2 Drug & Alcohol Free Schools  
522.1 Drug free Schools Policy  
751.5 Student Transportation in Private Vehicles

Approved: February 23, 2004  
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