

INSTRUCTION

Series 300

Policy Title . . . SCHOOL VOLUNTEERS

Code No. 353.1

The Burlington Area School District acknowledges that volunteers contribute valuable services to students and staff. The Board of Education encourages the use of volunteers to enhance communication and cooperation between the students, staff and the community.

Any new volunteers appointed to coaching or sponsor positions for school sponsored sports, clubs and activities, or who are placed in positions where they could be alone with students shall complete ~~the volunteer application form~~ and undergo a criminal background check ~~prior to Board approval~~. Criminal background checks on volunteers will be repeated every three years.

The Board reserves the right to require ~~an application form and~~ criminal background check on volunteers in other special circumstances not specifically delineated in this policy.

Volunteers will be covered under the District's liability insurance policy while performing services authorized by the building principal or their direct supervisor (teacher, head coach, head director, designated event supervisor, or head advisor).

Volunteers are expected to abide by the school district's regulations and rules when performing assigned responsibilities. Principals, teachers, coaches, advisors, and directors will provide the volunteer an introduction to and explanation about their roles and responsibilities. Principals, teachers, coaches, advisors, and directors will make handbooks available to volunteers.

The District reserves the right to terminate volunteer service at any time.

LEGAL REF.: Sections 118.001 Wisconsin Statutes
 Sections 118.29
 Sections 118.295
 Sections 120.12 (2)
 Sections 120.44
 Sections 948.13

CROSS REF.: Code No. R-353.1

Date of Review:
November 7, 2011
Date of Adoption:
December 12, 2011

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Series 300

ADMINISTRATIVE PROCEDURE
SCHOOL VOLUNTEERS

Code No. R-353.1

ORIENTATION GUIDELINES FOR SCHOOL VOLUNTEERS

To help ensure a positive experience for all, the Burlington Area School District will support volunteers through orientation and discussion. Volunteers should have an understanding of their roles and responsibilities for working with students and staff. Principals and teachers will welcome volunteers and provide them with an introduction to their responsibilities to familiarize them with school practices. If volunteers do not understand the expectations in their roles and areas of responsibility, they should ask teachers and/or principals for clarification.

CROSS REF.: Code No. 353.1

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