



## BOARD POLICY 535

### 535 - School Volunteers

Volunteer assistance to the School District of Fort Atkinson is recognized as an important component of district operations. For purposes of this policy, "volunteer" is defined as a non-employee who contributes his or her services to the school district without salary, compensation, benefit, or stipend. Since the volunteer is not an employee, he or she is not covered under Workmen's Compensation. Subject to the approval of the district administrator, building principals shall develop procedures for soliciting, selecting, training, monitoring, retaining and recognizing volunteers who assist the school district.

In order to provide for the safety and well-being of the students of the school district, a background check shall be required for:

- Volunteers who work one-on-one with students;
- Volunteers who accompany students on school sponsored overnight activities;
- Volunteers who supervise students in an activity with limited oversight by school district staff;  
and
- Volunteer athletic coaches

Background checks will be conducted prior to the first time a volunteer works with the students and the school district reserves the right to conduct additional background checks periodically thereafter.

Volunteers shall be restricted from access to confidential student and employee records. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteers shall be expected to abide by applicable laws, school district policies, and administrative rules and procedures while performing their authorized duties. In addition, volunteer coaches shall comply with all Wisconsin Interscholastic Athletic Association (WIAA) rules and regulations. 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 school district's liability policy while performing authorized duties.

Approved: November 16, 2006