

VOLUNTEERS IN APPLETON AREA SCHOOL DISTRICT SCHOOLS

The AASD recognizes the important role that volunteers play as they give of their time and talents to support the educational process in our schools. School staffs are encouraged to foster volunteer relationships with members of the community. There are multitudes of ways in which the efforts of a volunteer can benefit the educational process. Using trained volunteers in appropriate ways will help to insure a successful experience for the students and the volunteers.

It is recognized that the building principal will need to work with staff and volunteers to bring clarity to the role of a volunteer at their site. Duties may involve service to libraries, classrooms, athletic events, music programs, field trips, tutoring/mentoring youth, and similar activities. When at all possible, volunteers should work within the classroom setting under the direct supervision of a staff member. As the role of a particular volunteer is defined, there are clearly some responsibilities that volunteers should not be assigned.

Volunteers will not be used to:

- ❑ Transport students
- ❑ Supervise classrooms of students by themselves without District staff
- ❑ Supervise playgrounds, lunchrooms, or commons by themselves without District staff
- ❑ Work with or have access to individual student cumulative folders or personal records
- ❑ Grade papers, record grades, or assessment results
- ❑ Discipline students

The safety and well-being of the students, staff, and volunteers of the District is paramount. When due to the nature of their responsibilities it is necessary for volunteers to work outside the direct supervision of a staff member, the District reserves the right to complete criminal background checks. Background checks will be conducted prior to the first time the individual volunteers to work with students and the District reserves the right to conduct additional background checks periodically thereafter.

School volunteers shall be expected to abide by all applicable laws, District policies, and administrative procedures when performing their assigned responsibilities. All District employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with broad supervisions provided by the building principal. Volunteers shall be covered under the District's liability policy while performing their authorized duties.

In summary, volunteers are a tremendous resource to the educational process. Their participation in our schools needs to be nurtured, meaningful, organized, and valued by both staff and students. The building principal plays a key role in setting the climate for volunteer success in our schools.

Legal References: Wisconsin State Statutes 118.29(2) and 120.12(2)

Cross References: Student Nondiscrimination, 411.2
Employee Nondiscrimination, 511
Nondiscrimination on the Basis of Handicap, 112.1

Adoption Date: July 16, 2001

VOLUNTEERS IN SCHOOLS

Procedures

The AASD recognizes the important role that volunteers play as they give of their time and talents to support the educational process in our schools. School staffs are encouraged to foster volunteer relationships with members of the community. There are multitudes of ways in which the efforts of a volunteer can benefit the educational process. The building principal, staff members, and volunteers all have key responsibilities to maximize the beneficial impact of volunteers working in our schools.

Principal Responsibilities:

- Work with staff members to identify appropriate volunteer opportunities. (See Volunteer Enrollment Form)
- Work with the local community to recruit individuals interested in volunteering in the school.
- Insure that all volunteers identified for background checks complete necessary paperwork. (See Release of Information Authorization)
- Attempt to assign volunteers to positions that suit their abilities and likes.
- Provide volunteers with adequate information about the school, its policies, people, and programs.
- Make workspace available to volunteers and provide access to lounge and restroom facilities.
- Meet with volunteers and staff to create team spirit.
- Offer training for the job.
- Offer guidance and direction.
- Make sure volunteers understand to whom they can communicate concerns.
- Give volunteers the opportunity to offer comments or suggestions about their experiences.
- Express appreciation for volunteer services, including recognition, fair treatment, a smile, and "Thanks!"

Staff Responsibilities:

- Identify appropriate areas in which a volunteer would be of benefit in the school setting.
- Work with the building principal to identify individuals from the local community interested in volunteering in the school.
- When due to the low degree of supervision provided a volunteer while carrying out their duties, indicate to the principal that a background check needs to be completed.
- Attempt to assign volunteers to positions that suit their abilities and likes.
- Plan and direct the work of the volunteer.
- Notify the volunteer or volunteer coordinator if the volunteer will not be needed at the regular time.
- Introduce volunteers to students or other adults with whom the individual will be working.
- Offer training for the job.

353.1-Rule (cont.)

- Offer guidance and direction.
- Make sure volunteers understand to whom they can communicate concerns.
- Give volunteers the opportunity to offer comments or suggestions about their experiences.
- Express appreciation for volunteer services, including recognition, fair treatment, a smile, and “Thanks!”

Volunteer Responsibilities:

- Offer supportive and supplemental service under professional supervision and direction.
- Are punctual and reliable in fulfilling assignments and notifying the school in case of absence.
- Become familiar with school and classroom policies and practices.
- Participate in information-sharing conferences and training as needed.
- Contribute and are responsible for maintaining a professional attitude of mutual respect and competence.

Learning Together, School Volunteer Guide, through the DPI, is a valuable resource as a school works to bolster their volunteer program.

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