

<b>SCHOOL DISTRICT OF GREEN LAKE POLICY</b>	<b>353.1-Adult School Volunteers</b>
	<b>Instruction</b>

**353.1 – Adult School Volunteers**

The Green Lake School District recognizes the important role that volunteers play as they give of their time and talents to enhance the supervision and safety of students as they participate in learning activities. School staff is encouraged to foster volunteer relationships with members of the community. There are multitudes of ways in which the efforts of a volunteer can be utilized.

Duties may involve service to libraries, classrooms, athletic teams, music programs, field trips, tutoring/mentoring youth, and similar activities. 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.

In an effort to raise the consciousness of volunteers about the importance of every student’s privacy, we encourage volunteers to keep in mind that observations or information about students obtained as a result of volunteer efforts should be treated as confidential. Observations should not be shared with others. By volunteering, you are indicating a willingness to respect the privacy of the students you observe.

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

All District employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer. Volunteers shall be covered under the District’s liability policy while performing their authorized duties.

Intro to Comm: 9/15/2008  
 1<sup>st</sup> Reading: 05/19/2010  
 2<sup>nd</sup> Reading: 06/23/2010

**Legal References: Wisconsin State Statutes 118.29, 118.295, and 895.48(1m).  
 Cross Reference: 347, Student Records.**