

SCHOOL VOLUNTEERS

Goal Statement

The Board of Education supports community involvement as an interregal part of the educational goals of the school district. Therefore, the development of community-school relationships is recommended and encouraged. It also is the intent of the Board of Education to ensure protection of the school district and volunteers from liability concerns and other matters that could arise as a result of voluntary efforts.

Policy Statement

Volunteers provide significant services to students, employees and school programs by supplementing but not substituting for the work of employees. Typical volunteer assignments involve assisting employees with assigned instructional and co-curricular programs. Such assistance includes but is not limited to clerical and maintenance work, supervising or chaperoning students at school or during school activities, and serving on school or district committees. Volunteers also may be used for specific teaching assignments such as teaching in the Pulaski Area Community Education (PACE) program and serving as guest presenters for classes and/or activities.

The safety and well-being of the students, staff and volunteers of the District is paramount. Therefore, the District shall conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students in accordance with the levels of volunteer activity as outlined in the volunteer handbook. Background checks will be conducted prior to the first time the individual volunteers to work with students and repeated every 4 years thereafter. If a volunteer refuses to provide information requested for the purpose of conducting a background check, the individual shall be disqualified from volunteering in the District. The District Administrator or his/her designee shall have sole discretion to determine whether information obtained through the background check disqualifies an individual from serving as a volunteer with the District. A failure to disclose pending arrests or prior felony or misdemeanor convictions may be grounds for exclusion as a school volunteer, regardless of the nature of the arrest or conviction. All information gathered during the District's background check will be kept confidential.

Parents/individuals who occasionally (1-2 times per year) come and have lunch with their student, do not need to complete a volunteer application form or background check form.

An Individual shall not be allowed to volunteer in the schools until his/her criminal background

check is completed and evaluated by the District Administrator or his/her designee. Volunteers are required to notify the district office immediately should any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication for any felony, misdemeanor or other offense or situation change after completing the background check.

Under no circumstances should any volunteer transport students unless they are in a position in which they have been issued a volunteer coach / advisor agreement by the Human Resources Office and have completed the district approval process for transporting students at least two weeks prior to the event.

Volunteers are expected to abide by District policies and rules while performing assigned duties. The District reserves the right to terminate volunteer services at any time.

All of the voluntary activities in the school district are to be approved by a member of the district leadership team to ensure compliance with the philosophy, policies and procedures of the school district, and that any applicable legal concerns are addressed.

Volunteers are not considered to be employees of the school district, therefore they do not receive any kind of pay for their services, including “in-kind” payment. Therefore, volunteers are not eligible for workers compensation coverage. A volunteer who is injured or who causes injury to others while performing approved services for the school district may be considered to be an agent of the school district. An agent of the school district is subject to district liability interests.

Following are the facts to be reviewed when an injury occurs to determine if a volunteer was acting as an agent of the school district.

1. Whether there was consent by both parties to the relationship.
1. Whether an agent is acting on behalf of the principal.
1. Whether the agent is subject to the principal’s control.

The Board of Education directs the District Administrator to establish Administrative Procedures to include guidelines for establishing volunteer relationships, governing volunteer activities, assuring protection from liability for injuries to and caused by volunteers, and managing volunteer contract(s).

Nondiscrimination

It is the policy of the Pulaski Community School District that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of economic status, race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, or conviction record.

Legal References

Wisconsin Statutes

- 101.01 (d)
- 101.01 (h)
- 101.11 (1)
- 118.13
- 121.54 (7)(a)(4)
- 121.555
- 345.05 (2) and (3)
- 895.46

Wisconsin Administrative Code

- PI9.01

Legal References (continued)

Wisconsin Supreme Court

- Mlynarski v. St. Rita's Congregation, 31 Wis. 2d 54, 60, 142 N.W.2d 207, 211 (1966)
- Manor v. Hanson, 123 Wis. 2d 524 (1985)

Wisconsin Attorney General Opinion

- 75 OAG 146 (August 20, 1986)
- OAG 1-91 (March 25, 1991)

Policy References

- AC Nondiscrimination
- AGC Community Volunteer Service Recognition
- EB Safety Program
- EEA Alternative Methods of Transportation
- IICA Field and Other Off Campus District Sponsored Trips
- IICA ADM Field and Other Off Campus District Sponsored Trips
- JFJ Extracurricular Activities
- JFJA Code of Conduct for Co-Curricular Activities
- JFJA ADM Code of Conduct for Co-Curricular Activities
- JG Student Discipline
- JHFD Student Use of Private Vehicles
- IICC ADM Exhibit Volunteer Handbook

Policy Adopted: June 10, 1998

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