

## SCHOOL VOLUNTEERS

It is the intent of the Evansville Community School District Board of Education to foster, support, and encourage volunteer activities throughout school district programs. 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.

Volunteer assignments for school programs involve assisting employees with assigned instructional, co-curricular, and extra-curricular programs. Examples of such assignments are classroom helpers, field trip chaperone, conducting a practice in the absence of a coach, and overnight chaperones. Volunteers for community programs operate with considerable autonomy and handle a broad range of responsibilities.

All of the voluntary activities in the school district are to be approved by the respective administrative staff to ensure compliance with the philosophy, policies and procedures of the school district.

Volunteers will be accepted based on review of completed background checks. For both school and community volunteers, the nature of the volunteer assignment and the amount of responsibility inherent in it, determine volunteer placement and the need for background checks, training, and other expectations. If volunteers do not understand the expectations in their roles and areas of responsibility, they should ask teachers and/or principals for clarification. All volunteers will complete the "Volunteer Agreement" form and the "Background Check Information Form" and be approved by the building principal prior to volunteering in the District. These forms are available on the web site, in each school office and the District Office.

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 are covered under the District's liability insurance plan:

- a. Volunteers are directly responsible to the staff member or community supervisor in charge of the scheduled activity.
- b. Volunteers will assume only those responsibilities as designated by the staff member or community supervisor in charge.
- c. Volunteers will abstain from use of alcohol, controlled substances or tobacco during the time they are responsible for supervision of the students or community programs.
- d. In cases of emergency, volunteers will follow procedures outlined by the staff member or community supervisor.
- e. Volunteers will not transfer their role of a volunteer to another person during the time they are responsible for supervision of students or community programs.
- f. Volunteers should inform the staff member or community supervisor in charge of successes and problems to provide for appropriate program adjustment.

- g. Volunteers shall be expected to abide by all school rules and regulations when performing their assigned responsibilities.
- h. Volunteers will be restricted from access to confidential information
- i. Volunteers will maintain confidentiality regarding information pertaining to their responsibilities.
- j. School volunteers will ride with the students if travel is involved, unless otherwise approved.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)  
120.12(2) (School Board Duties)  
120.13 (School Board Powers)  
948.13 (Child Sex Offender Working With Children)