

POLICY 811.2

SCHOOL DISTRICT VOLUNTEERS

The Lake Mills Area School District recognizes that volunteers can make valuable contributions and services to the schools, students and staff of the district. The Board encourages the use of volunteers to enhance communication and cooperation between the students, staff members and the community. School district volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their assigned responsibilities.

The safety and well-being of District students and staff is of paramount importance. Therefore, all adult volunteers will need to complete a volunteer application form and a background check will be completed on them. In case of an emergency, a parent or individual that is needed in a volunteer role, does not need to complete a volunteer application form but must be approved by the Building Administrator. School administration retains the authority to approve all school volunteers and the tasks they perform in the schools. A copy of the District's Code of Ethics for Volunteers will be provided for every volunteer in the district.

Volunteer coaches will be expected to follow all the regulations set forth in this policy. Any request for a volunteer coaching position must be initiated by the Head Coach or Athletic Director, approved by the building principal and recommended to the District Administrator. The volunteer will complete an application form and file the WIAA non-faculty coach application. Volunteers will be selected on the basis of their skills, knowledge of the activity, ability to work with students and coaching ability. Volunteer coaches are held to the same expectations as outlined in the Athletic and Coaches Handbook, as all other contracted coaches is held to.

Volunteers will be covered under the district's liability insurance policy while performing services authorized by the school principal or their direct supervisor (teacher, head coach, head director or head advisor).

Volunteers are expected to abide by the school district's regulations and rules when performing assigned responsibilities. Principals, teacher, coaches, advisors and directors will provide the volunteer an introduction to and explanation about their roles and responsibilities. Volunteers will be restricted from access to information in student and employee files and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

The Lake Mills Area School District realizes that volunteering is a privilege not a right and reserves the right to terminate volunteer assignments at any time.

EXHIBIT A
VOLUNTEER APPLICATION

Completion of all items required. Please print clearly.

Name _____

Address _____

Telephone # _____
(Home) (Work) (Cell)

Date of Birth _____

E-Mail Address _____

Social Security Number _____
(Needed for State of Wisconsin Background Check – Will not be shared or used for any other purposes.)

Driver's License Number _____

Availability

When are you available? _____

Building Level/Classroom/Co-Curricular Position Applied for: _____

Have you taken the ASEP course (Volunteer Coaches)? _____

Have you ever been employed by the district? _____

If so, when? _____

Have you ever been convicted, plead nolo contendere or no contest to any offense or violation other than minor violations (include felonies, misdemeanors, or municipal ordinance violations)? ____ Yes ____ No List pending charges for such violations.

Educational Preparation

High School _____ City _____

Graduation Date _____

College/University _____

Location _____

Graduation Date _____ Major/Minor _____

(over)

Educational Preparation (continued)

Other, i.e., courses in First Aid, CPR, emergency, etc. _____

Related Experiences (Recreation, coaching, hobbies, interests, etc.)

My signature below indicates that I have completed this application accurately and truthfully, and have given my permission to the district to verify any and all information.

Signature _____

Date _____

(Do NOT Write In This Space)

Assignment(s) _____

Effective Dates: From _____ To _____

From _____ To _____

Signature of the approving activity director _____

Signature of the approving building principal _____

Signature of the approving superintendent _____

Date _____

SOURCE: LAKE MILLS AREA SCHOOL DISTRICT

4/10/2006