

Lancaster Community School District

Personnel

SCHOOL VOLUNTEERS

The Board of Education recognizes that there are members of the community that have an interest in serving as volunteer assistants for the Lancaster School District in any capacity. The Board also recognizes that it can be advantageous to District programs to use volunteer assistants for particular assignments. The Board also recognizes the importance of student safety and district liability. Therefore, volunteers may be utilized in the District as needed in accordance with established administrative procedures.

No person may be involved in District programs as a volunteer without the approval of the Building Principal and/or Activities Director. The Building Principal and/or Activities Director may remove volunteers from a position at any time.

All volunteers shall be expected to abide by all District policies, rules and regulations applicable to their particular volunteer assignment.

As volunteers are not paid employees of the district it is necessary that these guidelines be followed:

1. All new volunteers to the Lancaster School District starting in the 2008 school year must fill out a volunteer application form (exhibit 550), which must be approved by the Building Principal and/or the Activities Director. The background check must be completed and approved by the Building Principal and/or Activities Director prior to participation of the volunteer in any assignment.
2. The volunteer will not be permitted to supervise students without a certified faculty member or regularly employed personnel present.
3. The volunteers will not be issued school keys or have special access to school facilities at any time other than when the regularly paid employees are present.
4. Volunteers will not be given an assignment that cannot be closely supervised by the regularly paid employee in charge of a particular team, organization or group of students. (e.g. weight training, recess, and drills in another gym or playing area).

Legal Ref.: Sections 120.13 Wisconsin Statutes

Approved: September 10, 2008

Adopted: September 10, 2008