

## **MONONA GROVE SCHOOL DISTRICT**

Board Policy 354.1

### **ADULT SCHOOL VOLUNTEERS**

The Board of Education supports community involvement as an integral part of the educational goals of the school district. Therefore, the development of volunteer relationships is recommended and encouraged.

Adult Volunteers may come from all backgrounds and may include any persons willing to give their time to help students and school staff. Volunteers may assist certified and non-certified staff under the supervision of principals by offering supportive and supplemental services such as:

- Tutoring students under the supervision of a classroom teacher
- Enriching the school program by sharing their experiences and talents with students
- Assisting teachers with non-teaching, clerical tasks
- Enabling the teacher to increase individual attention to students in the classroom
- Providing services to the libraries, lunchrooms, playgrounds, athletic events, field trips, and other similar activities for the district
- Assisting coaches and advisors with activities
- Strengthening school-community partnerships through direct and positive participation within the schools

The safety and well being of the students, staff and volunteers of the district is important. Therefore, the district shall conduct criminal background checks on all volunteers who work directly with and/or have access to students if they are unsupervised by a district staff member for any period of time. Background checks for these individuals will be conducted prior to the first time the individual volunteers to work with the students and the district reserves the right to conduct additional background checks periodically thereafter.

School volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their responsibilities. All district employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with broad supervision provided by the building principal. Volunteers shall be covered under the district's liability policy while performing their authorized duties.

Volunteers shall be restricted from access to confidential student and employee records except as otherwise specifically provided and consistent with legal requirements and district policies and procedures. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

**LEGAL REFERENCES:** Administrative Rule 535.2, Guidelines Regarding Volunteer Coaches

**CROSS REFERENCE:**

**BOARD APPROVAL:** March 10, 2004