

Merrill Area Public Schools

VOLUNTEERS

To serve as a volunteer, an individual will be required to complete a VOLUNTEER APPLICATION (353.1-Exhibit), which will be submitted to respective building administrator. Assignments cannot extend beyond one school year. Renewal is encouraged, but must include an updated Volunteer Application.

The safety and wellbeing of the students, staff and volunteers of the district is paramount. Therefore, the District will conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students. Background checks will be conducted prior to the first time the individual volunteers work with students and the district reserves the right to conduct additional background checks periodically thereafter.

School volunteers:

- May be required to complete specific training and certification requirements, i.e. WIAA requirements for volunteer coaches, first aid training, etc.
- Shall be covered under the district's liability policy while performing their authorized duties.
- Shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their assigned responsibilities.
- Are not covered for his/her own injuries incurred during the performance of volunteer duties by the school district insurance.
- Will not be issued keys or have access to any school facility at any time other than when working directly with staff.
- May not provide transportation to students in their personal vehicles for any school-sponsored activities.
- Shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements and district policies and procedures.
- Shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
- Shall serve at the pleasure of the District and may be removed from the position by the building administrator at any time.

All licensed 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.

It is the responsibility of district teachers and administrators to recognize the contributions of volunteers, with the advice and assistance of other employees.

Offers to serve as school volunteers will be made through the building administrator. The building administrator will:

1. Define and assign responsibilities and tasks to be performed by the volunteers.
2. Assign volunteers within their building(s) to work directly under the supervision of building administrator or licensed designee.
3. Require all volunteers to register before beginning work daily.
4. Provide the District Office with a signed consent form allowing for a background check.
5. Facilitate inservice and orientation activities for volunteers.
6. Provide a Volunteer Agreement to the volunteer for signature, keeping a copy in the respective building.
7. At periodic intervals, meet with staff to evaluate the effectiveness of the program.
8. Establish an annual building level recognition program for volunteers.

The District Office will support the placement of volunteers through the following:

1. Keep an updated list of the current approved volunteers and their general assignments.
2. Conduct all background check, once a consent form has been provided.

ADOPTED: 3-24-10