



VOLUNTEER & SCHOOL ACCESS BACKGROUND CHECK

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities. The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

- Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.
- Any volunteer who works with or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.
- Any person who volunteers to work with the District shall be screened through the Internet site for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program.
- Any volunteer who works with or has access to students shall be screened through the Internet site for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program. A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied. The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools. Policy 9800.01 outlines veteran volunteer's requirements for recognition from the District and the Department of Public Instruction.

The District Administrator is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. shall abide by all expectations and legal requirements to maintain confidentiality of what is seen, heard, and learned while serving as a District volunteer (see Policy 8350);
- C. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- D. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- E. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

Last Name: _____ First Name: _____ Middle Initial: _____

Maiden Name/Other Names: _____ DOB: _____

Street Address: _____ City: _____ State: _____

Phone: _____ E-mail: _____

Please identify if you are a parent, guardian, family member, or vendor.

Write the first and last name of your child(ren): _____

Please check any and all schools where you may visit, volunteer, or serve as a coach or advisor:

Evergreen Elementary Woodfield Elementary Trailside Elementary Fox River Middle School

Signature: _____ Date: _____

****Every Volunteer must complete a new form each year.******* Adopted April 24, 2017