

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy**

SCHOOL VOLUNTEERS

The Board recognizes that volunteers can make valuable contributions to the District's schools and enhance learning opportunities for students. Therefore, the Board encourages community members to volunteer in the Port Edwards School District, subject to administrative rules, regulations and safeguards.

The safety and well-being of District students and staff is of paramount importance. Therefore, all adult volunteers who consistently and routinely volunteer in the schools for educational purposes, and have access to confidential student information and/or unsupervised contact with students, will be subject to a Wisconsin criminal background check. It shall be the responsibility of the building principal to make sure that such individuals have been screened.

If the volunteer is found to have a conviction or pending charges, other than traffic violations, during the previous 36 months, the superintendent will review the record and the volunteer may be deemed ineligible to serve as a school volunteer. Some convictions may prohibit volunteer service regardless of the timeframe. In making the final decision the superintendent may consider extenuating circumstances. School volunteers may appeal a finding of ineligibility in writing to the Board of Education within ten (10) days of being notified of the ineligibility.

School volunteers shall be provided with a copy of the Code of Ethics for Volunteers, along with a copy of the District's school volunteer policy.

School volunteers will not be permitted to transport students within the scope of their volunteer activities.

School administrators retain the authority to approve all school volunteers and the tasks they perform in the schools as well as the ability to dismiss a school volunteer.

Appropriate recognition of volunteer services shall be made at least annually.

Adopted: 03/12/07
Reviewed:
Revised: 02/09/09

PORT EDWARDS SCHOOL DISTRICT CODE OF ETHICS FOR VOLUNTEERS

1. Maintain Confidentiality

In your role as volunteer, you may read and hear information about students that is *confidential*. It may be the result of classroom or achievement tests, attendance data, financial or personal family information, social or behavioral actions, or other interactions. There may be times that a staff person may need to share confidential information with you or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. If you suspect a child is being abused or neglected, this should be reported immediately to the building principal.

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teachers, or staff, or their actions and/or their abilities, is considered a breach of professional conduct, and the student's right to privacy.

2. Be Reliable

Remember that students and staff members depend on, and appreciate, your presence. If you find you will be running late, please contact the school office.

3. Be a Good Role Model

All faculty, staff, administrators, board members, and school volunteers serve complementary roles in promoting positive character development. In schools, as in families, children care about our values because they know we care about them.

- Volunteers serve as **caregivers** – respecting students, helping them succeed at the work of school, treating each student as having worth and dignity, and enabling students to gain a firsthand appreciation of the meaning of ethics by being treated in an ethical way
- Volunteers serve as **role models** – ethical persons who demonstrate a high level of respect and responsibility both inside and outside the school setting
- Volunteers serve as **mentors** – providing guidance through explanation, storytelling, and encouragement of positive behavior

4. Practice Open and Positive Communication

Address any concerns or issues promptly and productively. Volunteers may contact the staff member they are working with or the building principal to express their concerns. Communication is the key to establishing good relationships that benefit everyone.

My signature below indicates that I have read this policy and Code of Ethics for volunteers, understand them, and will comply with them. I understand that the district may conduct a criminal background check as part of the school volunteer program and if I am found to have a conviction or pending charges during the previous 36 months, I may be deemed ineligible to serve as a school volunteer. I also understand that some convictions may prohibit volunteer service regardless of the timeframe.

_____ Signature _____ Print Name _____ Date

Date of Birth ____ / ____ / _____ Social Security Number ____ / ____ / _____