

SECTION 605 Chaperone and Volunteer Approval Process

Chaperones and/or volunteers for Portage Community School District (PCSD) will complete an annual background check at least two (2) weeks prior to their association with the District. This will allow sufficient time to complete the check and issue a decision to the parties involved. To provide direction in the application of this policy the administration will use the following definition:

A volunteer or chaperone is anyone who is not a district employee, who has direct contact with students while under the direction of PCSD administration or staff while at or on a school sponsored activity.

Volunteers who work in multiple district school buildings are not required to go through more than one background check per school district.

As part of district policy, anyone wanting to volunteer within the PCSD shall go through an expanded background check process. The process includes the following steps:

1. Volunteer completes the Portage Community School District (PCSD) Chaperone and Volunteer form
2. PCSD checks free registries to see if volunteer has any findings or convictions for misconduct, including:
 - a. The Consolidated Court Automation Programs (CCAP)
 - b. Wisconsin Caregiver Misconduct Registry
 - c. Office of Inspector General Exclusion List; and
 - d. Other state misconduct registries, if appropriate.
3. PCSD completes name-based volunteer background check. For all overnight stays or if possible misconduct is identified in step two of the process, including:
 - a. Response from the Department of Justice Wisconsin Criminal History Record Request name search
 - b. A letter from the Department of Health Services that reports the status of a caregiver's administrative findings or licensing restrictions.
4. PCSD makes the final volunteering decision and will provide either written or verbal notice of the decision. If a volunteer applicant wishes to appeal this decision, they must submit a written letter to the District Administrator within five business days. The District Administrator's decision on any appeal will be final.

This check affects the following buildings:

- Portage Academy of Achievement
- Portage High School
- Wayne Bartels Middle School
- John Muir Elementary
- Woodridge Primary School
- Rusch Elementary School

SECTION 605 Chaperone and Volunteer Approval Process Cont'd

- Endeavor Elementary School
- Lewiston Elementary School

Volunteering before the background check is completed is not allowed.

Volunteers with convictions of serious crimes or a history of improper behavior may not volunteer within the PCSD, unless a special review process approves the volunteer. A list of offenses include, but not limited to:

- Felonies within the past ten years
- Crimes against children
- Physical acts of aggression

The district may also refuse to allow a person to volunteer who has been convicted of crimes that are not on the list. This may happen when the District believes that the conviction is related to the volunteer activities.

The district office completes background checks. Copies of background check results are not sent to anyone outside the school district. You may request a copy of the complete background check results from the district office.

Contact Information: District Office (608) 742-4879

1st Reading – July 12, 2010
2nd Reading – August 23, 2010
Approved – August 23, 2010
Revised – October 14, 2013



Portage Community School District

CHAPERONE AND VOLUNTEER APPLICATION

Please clearly print your name

Name: _____

Last

First

Middle

Maiden Name or Other names used: _____

Home Phone: _____

Date of Birth: _____

Race _____

Gender: _____ M _____ F

Have you ever been convicted of or paid a fine for any offense... (Please circle one) No Yes

Table with 3 columns: Conviction Charge, Date of Conviction, Charge, City, State, Sentence, Remarks

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Have you lived or worked out-of-state within the last three years? (Please circle one) No Yes

This is a volunteer position that entitles me to no pay or wages from the District for my services.

I will be a volunteer /chaperone at

- High School Middle School John Muir Woodridge Rusch Lewiston Endeavor Portage Academy

If related to student(s) please list name(s)

CERTIFICATE OF APPLICANT: I authorize the Portage Community School District to make any inquiry of or receive information from any person or organization regarding my suitability to volunteer/chaperone...

Signature _____ Date _____

Address _____ City _____ State _____ Zip _____