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#### 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

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## 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 or 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

1<sup>st</sup> Reading – July 12, 2010 2<sup>nd</sup> Reading – August 23, 2010 Approved – August 23, 2010 **Revised – October 14, 2013** 



# Portage Community School District

### CHAPERONE AND VOLUNTEER APPLICATION

### Please <u>clearly</u> print your name

Name:					<del></del>
Last		First			Middle
Maiden Name or Other names us	ed:				
Home Phone:		Date of Birth:			
		Gender: M		F	
Have you ever been convicted of violations) or do you have any chalf you circle YES, please complare not an automatic bar to particic conviction not reported can be car	arges pending, other lete the information b ipation as a volunteer	than minor trafficelow. Use a sepr/chaperone. Ea	violations? (For violations?) violations? (For violations?) violations? (For violations?) violations?	Please circle necessary. (	e one) No Yes (NOTE: Convictions
Conviction Charge	Date of Con	Date of Conviction		Charge	
City, State	Sentence			Remarks	
Conviction Charge	Date of Con	viction		Charge	
· ·					
City, State	Sentence			Remarks	
I will be a volunteer /chaperone at	t  ☐ Middle School  ☐ Lewiston	☐ John Muir	□ Wood		□ Rusch
If related to student(s) please list	name(s)				
CERTIFICATE OF APPLICANT: information from any person or or these persons or organizations to quality and quantity of my work, we consideration of the release of surorganization, including the Portagacting upon such information. I gin interests forever. I understand information. I also certify that all shest of my knowledge. I understand disqualification or dismissal. A consideration of the control of the co	ganization regarding provide such information, I here to information, I here to Community School ive this waiver, release that such information statements made on and that any false statements made statements made statements made on the context of the context o	my suitability to ation. Such inquard, character, quarter waived District, its ager se and covenant is sought with a this application attements, incomp	volunteer/chap- iries may includalifications, and e, release and couts and employed not to sue for re- confidentiality audice true and cor- lete statements	erone; and of the and not be and not be records of covenant not ees for the remyself, my hand I will not making accurately accuratel	do hereby give permission to be limited by enumeration to the convictions. For and in to sue any person or esult of providing, obtaining of eirs, assigns, and successors request copies of such urate and not misleading, to the
Signature					Date
Address	City			State	Zip