

Book	Policy Manual
Section	8000 Operations
Title	VOLUNTEERS AND/OR CHAPERONES
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8120 - **VOLUNTEERS AND/OR CHAPERONES**

The Board recognizes that certain programs and activities can be enhanced through the use of chaperones and/or 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.

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.

The building administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. They shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Each chaperone and/or volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a chaperone and/or volunteer;
- B. 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.
- C. shall 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.

Chaperones and/or volunteers who work in multiple District school buildings are not required to go through more than one (1) background check per School District.

PCSD makes the final chaperoning and/or 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 (5) business days. The District Administrator's decision on any appeal will be final.

Chaperoning and/or volunteering before the background check is completed is not allowed.

Chaperones and/or 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 includes, but is not limited to:

- A. felonies;
- B. crimes against children;
- C. 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 chaperone and/or volunteer activities.

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

A Board member may serve as a chaperone and/or volunteer coach or supervisor of an extra-curricular activity if the provisions of 120.20, Wis. Stats. and this policy are satisfied (See also Bylaw 0144.3 - Conflict of Interest).

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T.C. 11/9/20

T.C. 4/11/22

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120.20, Wis. Stats.