



## School Volunteers

Thank you for your interest in becoming a volunteer for the Wisconsin Rapids Public School District! WRPS acknowledges that volunteers make a valuable contribution to the educational process and that their involvement in the schools enhances and supports educational opportunities for students.

To ensure the safety of our students and staff, all volunteers must complete a Criminal History Background Check application and undergo a criminal history records check (background check). All volunteers must be approved prior to volunteering in any capacity in the school, including but not limited to helping in the classroom and field trips. The deadline to submit your Criminal History Background Check application is **November 26<sup>th</sup>**. Exceptions will be made for volunteers that have just moved into the district.

Parent volunteers not completing a volunteer application by November 26 will be assigned to “visitor” status. Visitor status does not exclude parents from participation but limits their involvement to working only with their own child and under direct supervision of a professional staff member. School principals will decide whether or not they want to allow “visitors” in their schools and/or on their field trips. Check with your child’s school to find out their policy.

Criminal history records checks will be performed at the School Building Office unless other arrangements have been made with the school. You must present a photo ID and drop off your application in person. If you have lived out of the state of Wisconsin since becoming 18 years of age, your background check must be done at Central Office. You will need to **make an appointment** by calling 715-424-6713. Appointments must be made a minimum of 30 days prior to the date the volunteer is needed. Exceptions will be made for fall volunteer opportunities. Walk-ins will be asked to make an appointment.

## Guidelines

Volunteers are required stop in the office immediately upon arrival each time they volunteer. For the safety of everyone, we need to know who is in the building and where to locate volunteers in case of an emergency.

Individuals who are approved volunteers will wear a school **volunteer** identification badge that clearly communicates that they have been approved as a volunteer and are allowed to volunteer, as needed.

Parents assigned “visitor” status must sign in at the school office. They must obtain and wear a **visitor** identification badge. Visitor participation is restricted to your own child’s classroom with your own child while under direct supervision.

Volunteers may come in contact with student information in the course of their duties. Volunteers are required to maintain strict confidentiality with all student, school or classroom information. Failure to do so may result in loss of volunteer opportunities.

Volunteers may not supervise a class in the teacher’s absence.

Volunteers may not take students off-campus during the day unless approved by the principal and accompanied by a faculty/staff member.

Volunteers may not chaperone an approved field trip unless the volunteer is registered, approved, and accompanied by a faculty/staff member.

Volunteers should treat all children in the class equally. If you are volunteering in your child’s classroom please note that too much interaction with your child can be disruptive to him\her as well as his\hers classmates. Please save all questions regarding your child’s performance or behavior in school for a conference or separate appointment.

Discipline is the responsibility of the classroom teacher or principal. Volunteers should maintain order in their group or activity, but all discipline should be left to the school employees. Please report any problems with a student’s behavior to the supervising staff person.

For safety reasons, we ask all volunteers observe the following when working with students:

- At no time should a volunteer be totally isolated with a child, such as a room with a closed door. Work only in areas of the school building which are in continual, direct supervision of district professional staff.
- Use the staff/adult restroom facilities rather than the student facilities.
- Refrain from giving students gifts, rewards, or food items of any kind without the teacher’s permission.
- All interactions between volunteers and students must take place only at scheduled times and in the school.
- If a student shares any information with a volunteer that causes concern for their safety or health, TELL THE TEACHER OR PRINCIPAL. They will follow up on the information appropriately. Please keep the content of the information and any action taken strictly confidential.

Please ask your school for any additional guidelines they may have.