

SECOND READING BY BOARD

po8120

VOLUNTEERS

ADOPTED May 25, 2016 · REVISED May 21, 2025

8120 - VOLUNTEERS

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

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

Board members and any other individuals who volunteer to work in the schools must submit to a criminal history records and background check before being allowed to participate in any activity or program.

[DRAFTING NOTE: The statute (118.07(07), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

When using PCDs to communicate with student(s), volunteers must use District-approved communication platforms .

The approved communication platform(s) is/are:

- A. (X) District email/messaging;
- B. (X) District - approved social media platform(s), for group public messaging, not individual or direct private messaging ; (see also Policy 7544 -

Use of Social Media);

C. ☒ Designated athletic and co-curricular communication app.

~~[] The District - approved communication platform(s) shall be listed on the District's website : - [END-OF-OPTION]~~

When volunteer members communicate with students using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. Appropriate content includes:

A. ☒ Instructional communication (assignments, coursework, academic support);

B. ☒ School-related activities (clubs, athletics, events, field trips, rehearsals);

C. ☒ Scheduling or logistical information related to classes or school programs;

D. ☒ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. ☒ Safety or emergency communication when necessary .

F. ~~() Other~~ _____ .

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries . . (See Policy 3213 /4213 - Student Supervision and Welfare) Failure to follow these policy expectations may result in the revocation of future volunteer opportunities, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Volunteers who are parents or legal guardians of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature. This exception does not permit the volunteer to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

Any person who volunteers with the District shall be screened through the Internet site for the Sex Offender's Registry (SOR) list prior to being allowed to participate in any activity or program. The District will use visitor management software which includes the SOR screen as part of this process.

X] Any volunteer who works with or has access to students shall be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

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

~~[] - A volunteer who transports students in a school vehicle must abide by the guidelines in Policy 8600 - Transportation .~~

Each volunteer shall agree to abide by all Board policies and District guidelines while on duty as a volunteer.

The Superintendent shall be responsible for informing each volunteer of the District's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteers' requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.

Revised 3/13/20

T.C. 1/31/22

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Legal

118.07(7), Wis. Stats.

120.20, Wis. Stat.