



Book	Policy Manual
Section	READY FOR 7-14-26
Title	Copy of VOLUNTEERS
Code	po8120
Status	
Adopted	May 14, 2024
Last Revised	July 14, 2026
Prior Revised Dates	3/11/2025, 10/14/2025

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 District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator 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.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

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

The approved communication platform(s) is

- A. **(X)** District email/messaging;

[X] The District-approved communication platform(s) shall be listed on the District's website.

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

- A. **(X)** Instructional communication (assignments, coursework, academic support);
- B. **(X)** School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. **(X)** Scheduling or logistical information related to classes or school programs;
- D. **(X)** Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. **(X)** Safety or emergency communication when necessary;

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 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 to work with the District 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 also Bylaw 0144.3 - Conflict of Interest)

A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)
A volunteer who transports students in a private vehicle for school-sponsored activities or trips must abide by the guidelines in Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

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

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;
- C. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

Revised 3/11/25

© Neola 2025

Legal 118.07(7), Wis. Stats.
 120.20, Wis. Stats.

Last Modified by Coleen Frisch on June 30, 2026