

SCHOOL VOLUNTEERS

The Board of Education encourages and recognizes the value of parents, guardians, and other community members who are willing to volunteer their time and service to enhance and make special contributions to student learning, District programs and activities, and District operations. The Board of Education also encourages District efforts to highlight and express appreciation for the many important contributions made by volunteers.

The District Administrator and their administrative-level and supervisory-level designees are authorized to establish practices and procedures related to (1) the creation of volunteer roles; (2) the definition of a volunteer's responsibilities and scope of authority; (3) the authorization of individual volunteers for particular roles; and (4) the oversight of authorized volunteers by District staff. Such practices and procedures shall be consistent with the following:

1. All persons who wish to volunteer for the Rice Lake Area School District will be required to complete the Volunteer Emergency Information Form and will be subject to a criminal background check prior to beginning their volunteer duties. Volunteers will be subject to criminal background checks on a random basis following their initial screening process. If any background check reveals a conviction or pending charge that is substantially related to the nature of the position for which the volunteer has applied for or which the candidate failed to disclose on the district form, their application will be rejected. The Rice Lake Area School District reserves the right to dismiss or reject any volunteer.
2. Both the authorized volunteer and the District staff member(s) who oversee the volunteer's work and the relevant program or activity are expected to take reasonable steps to ensure that the volunteer is aware of the scope of their role, any particularly relevant policies and procedures, and any role-specific expectations. District staff members are expected to provide volunteers with reasonable guidance on these matters, and the volunteer is expected to seek clarification from appropriate District staff when needed.
3. As basic expectations, authorized volunteers are expected to adhere to applicable District policies and procedures, to exhibit professionalism and observe appropriate boundaries in all communications and interactions with students, and to reasonably adhere to directives and expectations provided by the District and its authorized representatives.
4. A school volunteer is not authorized to provide student transportation on behalf of the District via an alternative vehicle (e.g., driving students in a private vehicle) unless the individual has taken the steps to qualify as an alternative vehicle driver and an appropriate District official has expressly authorized the individual to provide such student transportation in writing.
5. A school volunteer is not authorized to administer prescription or non-prescription medication to a student (other than the volunteer's own child) unless an appropriate District official has expressly authorized the individual to administer medication to students under applicable District policies. Such authorization shall be documented in writing. This

paragraph shall not be interpreted to affect or diminish any immunity from liability that a school volunteer may have in connection with rendering emergency care to a student in good faith.

6. The District reserves the right, in its sole discretion and at any time, to rescind, limit, or modify the scope of an authorized volunteer's approved role, up to and including relieving the individual of their duties as a District-authorized volunteer.
7. A Board of Education member may serve as a volunteer coach or a supervisor of an extracurricular activity if all of the following apply:
 - The Board of Education member does not receive compensation for serving as a volunteer coach or supervisor;
 - The Board of Education member agrees to abstain from voting on any issue that comes before the Board of Education that substantially and directly concerns the activity that they coach or supervise while they are serving as a volunteer coach or supervisor;
 - The Board of Education receives the results of a criminal background investigation of the Board of Education member conducted by the department of justice or the federal bureau of investigation.

In addition, a Board of Education member may serve as a volunteer school bus driver if all of the following apply:

- The Board of Education member has received authorization to operate a school bus, as defined in s. [121.51 \(4\)](#), from the department of transportation in the form of a school bus endorsement under s. [343.12](#);
- The Board of Education member holds a valid commercial driver license, as defined in s. [340.01 \(7m\)](#);
- The Board of Education member does not receive compensation for serving as a volunteer school bus driver;
- The Board of Education member agrees to abstain from voting on any issue that comes before the Board of Education that substantially and directly concerns school bus drivers.

At its discretion, the District may reimburse an authorized volunteer for all or a portion of their reasonable and necessary expenses that are actually incurred in the course of performing their volunteer role. Any such expense reimbursement shall normally be arranged and authorized in advance of incurring the expense and shall follow appropriate substantiation procedures. Any reimbursement for a volunteer's mileage shall be limited to mileage related to approved out-of-district travel and paid at the federal rate applicable to deductible miles driven in the service of charitable organizations.

Relative to any personal injury, illness, or damage to or loss of personal property that a volunteer may sustain while volunteering, the District has assumed no additional liability beyond any liability that would already be imposed under applicable law in a specific situation. Therefore, volunteers who choose to serve as a volunteer generally do so at their own risk in regard to such injury, illness, damage, or other loss. An authorized school volunteer is not a District employee unless they are

separately employed in a different and non-volunteer capacity. Authorized volunteers are not covered by worker's compensation insurance or by the District's group medical insurance plans that are offered to eligible employees.

This policy does not apply to individuals who choose to volunteer time and service to and under the direction of a school support organization that is separate and independent of the District (e.g., an athletics booster organization that is organized as a non-profit entity). However, this policy and other District policies may apply to certain activities that may be jointly conducted by the District and by any such school support organization.

Legal Ref: 118.29, 118.29(3), 118.295, 120.20, 121.555, 893.80, 895.46, 895.48(1m) WSS; 42 U.S.C. §14501 et sq; 29 C.F.R. Part 553, Subpart B Federal Law
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