

# Policy

**BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT**

**OPERATIONS  
8120 / Page 1 of 2**

## 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 professional 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 sure 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.

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 criminal history records check must be completed.

A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20 Wis. Stats., and this policy are satisfied. (See also Bylaw 0144.3 Conflict of Interest) – A criminal history records check must be completed.

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a 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. in accepting the role of a volunteer agrees to verification that satisfactory background check may be conducted through appropriate State agencies or other applicable means.

Volunteers working one on one with students shall be reminded that sections 118.125 and 118.126 of the Wisconsin Statutes outline the confidentiality of all student records including behavioral, health and academic records. The administrative office interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared.

This can be carried forward to both the written records and verbal conveyance of student health, academic, and behavior progress (or lack thereof).

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

OPERATIONS  
8120 / Page 2 of 2

**Open discussion of student progress, behavior, or health issues with individuals that do not have a “right to know”, could be contrary to Wisconsin Statutes and could comprise professional accountability.**

Volunteers are not to discuss anything about a student they may be working with to anyone other than the student’s teacher.

120.20, Wis. Stats.

NEOLA 2024