

Guidelines for Visitors, Vendors, and Volunteers (Non-Employees) to be Present with Students During a Student School Day

Objective

To ensure the safety of all students by checking the background of any non-employee having access to students during the school day and limiting the access of non-employees into the school building during the school day.

Guidelines

- All visitors, vendors and volunteers must check-in at the office and will not be allowed to leave the office without permission to do so.
- If a visitor or volunteer would like to leave the office and enter the school building, he/she must have had a background check completed.

Scenarios

Volunteers: All Volunteers who work one-on-one, alone with students, who accompany students on field trips, must complete a background check.

Vendors: Employees of other organizations, who have business to conduct in our schools, must show their work identification. The person responsible for their presence in the school must meet these individuals in the school office. If the appointment has not been prearranged and the individual has not participated in a background check, he/she will not be allowed outside the school office.

Concerts, Classroom and School Open Houses: No background checks are required for activities that are open to the parents of an entire classroom or the school. However, all school building doors will remain locked with the exception of the main doors, which will be supervised at the point of entry.

Visitors: Visitors who wish to be among the students during the school day will be required to complete a background check. Visitors may visit with a student in a supervised school office area if they have not completed the background check or have not had their background check cleared by HR.

Recreation Department Participants: Recreation Department activities will be located in areas with limited access to the school hallways and classrooms. Instructors of recreation activities will supervise the arrival and departure of recreation participants.

The District reserves the right to make all final decisions regarding volunteers, visitors and vendors.

School Board Policy #1370: Volunteer Background Checks

School Board Policy #1200: Visitors in the Schools



Procedures:

- * *Non-employee completes Volunteer / Visitor Application and Consent Form.*
- * *HR conducts a criminal background check and informs Volunteer / Visitor if NOT approved.*
- * *School / Department is notified if the*

Volunteer / Visitor has been approved to volunteer / visit.

A list of APPROVED ONLY Volunteers/Visitors is provided for the building/department to see. If a name does not appear the person did not apply or has not been approved. No specific information is provided to the building/department regarding the criminal background of the volunteers/visitors who have applied.

Background checks are conducted every 1-3 years.
***Criteria:** *The following criteria serve as a guideline for decision-making. These guidelines are a starting point in evaluating the circumstances of a person's arrest history and the current relevance to ensuring the safest possible environment for staff and students. Unless otherwise approved by Human Resources:*

1. A Visitor/Volunteer will not be allowed to visit/volunteer if he/she has been arrested (regardless of conviction) for conduct that is of a violent/aggressive nature in the last ten (10) years.
2. A Visitor/Volunteer will not be allowed to visit/volunteer if he/she has had multiple arrests (regardless of conviction).
3. A Visitor/Volunteer will not be allowed to visit or volunteer if he/she has been convicted of a felony.
4. A Visitor/Volunteer will not be allowed to visit or volunteer if he/she has a record of any arrest/criminal behavior that is believed to be substantially related to creating a safe environment for students.
5. Wis. Stat. §301.475 prohibits registered sex offenders from being on any school property unless the sex offenders notifies the District Administrator or designee. The District Administrator will determine what access if any a registered sex offender will have on school property.