

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 7.31
SCHOOL VOLUNTEERS**

(1) The Milwaukee Public Schools has traditionally supported the work of volunteers in the district, and it appreciates the valuable resources volunteers provide to the district.

(2) A school volunteer is defined as a non-paid person functioning within the policies of the Board who shall serve under the immediate supervision and direction of the professional staff of the district to whom he/she is assigned. Volunteers shall serve without compensation of any type or other benefits accorded to employees of the district.

(3) Prior to the appointment of any person as a volunteer in the Milwaukee Public Schools, the individual must complete a standard Application to Volunteer form. Schools/departments are to send the completed form to the Department of Human Resources to conduct a crime information records check through the Wisconsin Department of Justice and other appropriate information sources. If appropriate, other out-of-state agencies shall be utilized.

(4) To provide consistency in the district in determining the appropriateness of individuals working with children, the Department of Human Resources shall use the same guidelines currently in place for reviewing criminal conviction(s) or pending charge(s) for employees in determining if a volunteer candidate is accepted or rejected.

(5) This policy applies to those volunteers who provide services on a regular and on-going basis or more than five hours a week. It does not apply to those parents and/or other adults who are one-time volunteers for field trips or other one-time-only activities in schools and/or departments.

History: Adopted 8-29-84; revised 2-22-95, 1-29-97

Previous Coding: Admin. Policy IICC, prior to May 1995; Admin. Policy 9.31, May 1995-August 1996

Cross Ref.: Admin. Proc. 7.31 School Volunteers

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