THE SCHOOL DISTRICT OF WISCONSIN DELLS

DISTRICT OFFICE
Terrance Slack, District Administrator
tslack@sdwd.k12.wi.us
608-254-7769

1501 Brew Farm Road
P.O. Box 118
Wisconsin Dells, WI 53965

Volunteer Information & Policy Acknowledgment

Thank you for generously giving your time and talents to support our students and staff. To ensure a safe, respectful, and productive learning environment for everyone, all volunteers are required to review and adhere to the following district policies.

1. Background Check Requirement

The safety and security of our students is our highest priority. Before beginning any volunteer assignment—including classroom assistance, tutoring, or chaperoning field trips—all prospective volunteers must submit to and pass a standard criminal background check.

2. Strict Confidentiality & Student Privacy

Confidentiality is an absolute requirement of volunteering in our schools. During your time with us, you may observe or become aware of sensitive information regarding students' academic performance, behavior, family situations, or staff matters.

- **Never discuss school matters outside of school:** The names of pupils, teachers, and staff, as well as their actions, behaviors, or abilities, are **never** appropriate topics for discussion outside of the school building—including with other parents, neighbors, or on social media.
- **No unauthorized photography or social media posting:** Volunteers may **not** take photographs, videos, or audio recordings of students at any time (including during classroom activities or field trips) unless explicitly authorized by school administration for an official school publication. Taking pictures of students and posting them on personal social media outlets, messaging apps, or public forums is strictly prohibited.
- **Respect privacy at all times:** Uphold the dignity and privacy of every child and staff member both inside and outside the school.

3. Building Sign-In & Sign-Out Procedures

To maintain building security and account for everyone in the facility during an emergency:

- You must **sign in at the main office** immediately upon entering the building and wear a visitor/volunteer badge visibly at all times.
- You must **sign out at the main office** when leaving the building.

4. Student Discipline & Reporting Concerns

Volunteers serve in a supportive role under the direct supervision of school staff.

- **Do not administer discipline:** Volunteers are never permitted to discipline students.

- **Do not investigate or interrogate:** Never interrogate students or attempt to investigate behavioral, academic, or interpersonal problems on your own.
- **Report concerns immediately:** If you witness a problem, have a concern about something you see or hear in the classroom, or notice a student in distress, please report it directly to the classroom teacher, a staff member, or building administration.

5. Volunteer Roles & Tasks

Under the guidance of teachers and staff, volunteers may assist with a variety of supportive activities, including:

- Reading to children and listening to children read
- Tutoring and helping students make up missed work
- Assisting with classroom preparation, organization, and arts and crafts
- Chaperoning approved field trips
- Supporting special school events and projects

Volunteer Policy Acknowledgment & Sign-Off

I have read, understand, and agree to abide by the School District of Wisconsin Dells volunteer policies outlined above. I understand that failing to uphold these standards—particularly regarding student confidentiality, student photography, building security, and behavioral boundaries—may result in the termination of my volunteer privileges.

Volunteer Full Name (Printed):	
Phone Number:	**Email Address:**
School / Teacher(s) Assisting:	
Volunteer Signature:	**Date:**

FOR OFFICE USE ONLY

☐ Background Check Submitted **Date:**	☐ Background Check Cleared **Date:**