

# SCHOOL DISTRICT OF CRIVITZ

– HOME OF THE WOLVERINES –

•DISTRICT OFFICE/HIGH SCHOOL•  
400 SOUTH AVENUE  
CRIVITZ, WISCONSIN 54114



•ELEMENTARY/MIDDLE SCHOOL•  
718 HALL HAY  
CRIVITZ, WISCONSIN 54114

## VOLUNTEER FORM

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Prior to volunteering in the classroom, chaperoning on a field trip, or any other event that would involve contact with our students, a VOLUNTEER FORM must be completed and then signed in the presence of a District Employee. The form will then be forwarded to the District Office for approval by the School Board.

## CONFIDENTIALITY

As a school volunteer, we are asking that you adhere to the same code of ethics that is expected for all school personnel:

### EMPLOYEE/VOLUNTEER CODE OF CONDUCT/ETHICS

Employees/Volunteers involved in any capacity in the education/coaching/supervision of young people must represent the highest standards and values of the community. The purpose of this document is to establish ethical standards for the conduct of all district employees. Following these standards will ensure the highest principals of behavior and uphold the trust vested in the School District of Crivitz by our community.

All employees shall:

- Treat students, parents, fellow employees/volunteers and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage.
- Promote a safe, nurturing and positive school and work environment.
- Establish and maintain open and positive communication with patrons and fellow employees/volunteers.
- Maintain confidentiality concerning students, families and employees and avoid spreading rumors.
- Address problems and grievances in an appropriate manner, beginning with the person closest to the problem.
- Demonstrate knowledge of and act in accordance with district policies and procedures, as well as legal and contractual standards, responsibilities and obligations.
- Support the district mission statement.
- Demonstrate a commitment to learning and professional growth.
- Dress appropriately.
- Model and promote the use of appropriate language.
- Use facilities and equipment in a manner that protects the resources and property of the district.
- Protect District assets and financial resources by following accepted accounting practices and district policy. As employees/volunteers of the School District of Crivitz, we assume the responsibility for representing the District in a manner characterized by trust, morality and ethical principles.

The State of Wisconsin has very strict guidelines regarding confidentiality, especially in the case of special needs students. Student's personal matters and records are confidential and are not to be shared with others. While you are working in school, you may overhear confidential information about individual students. Please respect the rights of that child, the child's family and yourself as a volunteer by not divulging any information that might be hurtful to others. Special needs students have what is called an IEP (Individual Education Program). These students may have reduced assignments or appear to receive more leniency than other students. While on the surface this may seem unfair, we must remember that there are disadvantages that these children must overcome. If you have concerns about a particular student you may want to discuss it with the teacher. If the situation is one that the teacher can legally discuss with you, he or she will do so.

# VOLUNTEER RELEASE FORM

## SCHOOL DISTRICT OF CRIVITZ

I have offered my services as a volunteer to help the School District in the following areas:

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I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

As a volunteer in the District, I acknowledged that if I hold a license or permit to carry a concealed weapon in Wisconsin or any other state that I will not carry such a weapon during the course of performing my volunteer activities with the District.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.

I consent to the school district carrying out a background check.

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FIRST, MIDDLE INITIAL, LAST NAME (PLEASE PRINT)

DATE OF BIRTH

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STREET ADDRESS

CITY

STATE

ZIP

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VOLUNTEER SIGNATURE

DATE

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DISTRICT WITNESS

DATE