

WAYNE-WESTLAND COMMUNITY SCHOOLS

VOLUNTEER AND VISITOR GUIDELINES

Purpose

It is the intent of Wayne-Westland Community Schools (WWCS) to promote and encourage the help of school volunteers in order to expand and enhance parental and community involvement in the schools while continuing to maintain a high level of safety and security.

An individual who wishes to volunteer at a school shall be approved by the principal and the Office of Human Resources at least one week prior to serving at the school or in a volunteer capacity. The decision on whether to approve the volunteer candidate shall always be based upon the best interests of the school.

A. Application Process

All individuals wishing to serve in a volunteer capacity must complete a "Criminal History Consent Form for School Volunteers Application" for each school year the individual wishes to volunteer. The principal/designee at each school will submit to the Office of Human Resources all Volunteer Applications as they are completed. A criminal background check will be completed on each applicant and the principal/designee will be informed if the applicant is approved to volunteer. A letter will be sent from the Office of Human Resources to each applicant whose request for volunteer status has been denied with a copy sent to that individual's school principal/designee.

B. Criminal Background Investigation

In order to protect the safety of children and school staff, all classroom volunteers must submit to a criminal background investigation using the person's name, alias names, date of birth, and a Michigan Secretary of State issued Driver's License or Identification Card. After the initial criminal background check, volunteers must report any subsequent criminal charges and convictions to the principal/designee. Any individual refusing to submit to a background investigation shall be ineligible to be a volunteer.

Individuals whose background investigation reveals a charge, a series of charges or a conviction of a crime more serious than a traffic violation or a pattern of charges or behavior which is determined by the office of Human Resources to represent a safety issue shall be ineligible to be a volunteer. The detailed results of all background checks will be held confidential.

Visitors vs. Volunteers – Descriptions and Requirements of Each

Visitor	Volunteer
Participates in limited student contact with continuous supervision by school staff.	Participates in direct student contact outside the overall supervision of school staff.
Description (All Must Apply)	Description (Any Must Apply)
<ol style="list-style-type: none"> 1. Always in a highly public setting. 2. Never in a restricted or enclosed area - Staff or adults can enter and observe at any time. 3. No solitary time with students. 	<ul style="list-style-type: none"> • Participates in school activities on a scheduled basis and will be outside the overall supervision of school staff • May work one on one with students outside the overall supervision of school staff
Background Screening Required	Background Screening Required
<ul style="list-style-type: none"> • Visitors must sign in and be identified by name tag. 	<ul style="list-style-type: none"> • Volunteer Application Form • Criminal history records check • Volunteers must sign in and be identified by name tag
Examples (including, but not limited to)	Examples (including, but not limited to)
<ul style="list-style-type: none"> • Visitation or participation in classroom/lunch/school activities on a non-scheduled basis • School fairs • Athletic boosters/band concessions/fundraisers • Resource speakers • Participants in celebration activities • Participants in special days such as Reading Day • Participants in outdoor activities such as a Field Day • PTA/PTO activities held during school day • Unscheduled class helper (If class helping becomes routine or scheduled, visitor is then considered a volunteer.) 	<ul style="list-style-type: none"> • Tutoring during or after school • Mentoring • Field trip chaperone (overnight or outside the overall supervision of school staff) • Working directly with band/chorus/clubs on a scheduled basis and not under the overall supervision of school staff • Working as a medical volunteer • Scheduled class helper (working one on one with students and not under the overall supervision of school staff)

Visitors to school are not required to apply or have background checks, but are required to sign in at the school's office and to wear visitor name tags.

DISTRICT AND BUILDING PROCEDURE FOR VOLUNTEER PROCESSING

