



## Waunakee Community School District

Committed to Children . Committed to Community . Committed to Excellence

July, 2010

Dear Parents, Guardians and Volunteers:

The Waunakee Community School District is dedicated to both the safety and education of our students. Often we partner with volunteers to maximize educational opportunities within the classroom and on field trips. We value our volunteers and understand that partnership with educational volunteers is one of the major assets of our school district.

In August of 2009, the Board of Education approved an addition to policy #353.1 requiring all individuals who wish to volunteer in the district to complete a volunteer application form, including an annual criminal background check. At the conclusion of 2009-10 school year, the Board of Education reviewed the policy and is recommending an adjustment to the criminal background check frequency. Pending official approval in August of 2010, **a criminal background check will be repeated every 3 school years**. Those who were approved during the 2009-10 school year will be grandfathered into the 3 year cycle.

We encourage all interested parents and other age eligible family individuals who wish to volunteer in our schools to complete the volunteer paperwork for the required background check. Copies of this form are available at each school office. When the district receives your volunteer paperwork, the human resources department will complete a background check.

Volunteer status will be determined based upon the results of the background check. A list of approved volunteers will be made available to building principals. If a volunteer is not placed on the approved list, he or she will be notified by central office. Building principals will not receive a list of denied volunteers. Only volunteers on the approved listing will be permitted to volunteer in classrooms or chaperone field trips.

If you think you will volunteer this year or wish to chaperone a field trip, please fill out your paperwork as soon as possible and return to your respective school office. **Please understand that this process will take roughly 5 office days for our human resources department to complete.** Last minute applications for either classroom activities or field trips will probably not be processed in time.

We appreciate your understanding and support of this policy revision as we continually make efforts ensure the safety and well being of our students. We are extremely grateful to our past volunteers and sincerely hope to see many of you continue your meaningful volunteerism in the future.

Appreciatively,

Dan Carter, Heritage Elementary Principal  
Chris Hetzel, Waunakee Intermediate Principal  
Dean Kaminski, Prairie Elementary Principal  
Sheila Weihert, Arboretum Elementary

Volunteer forms are available in the main entry. Volunteers approved in 2009-2010 do not need to complete the form.