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Dear School Volunteer,

On behalf of the District, I want to thank you for volunteering your time and talents to help the students and staff in our schools. Important components of successful schools include active involvement of parents in their own child's education and community support for what is happening in the schools.

As a volunteer, we want you to be aware of one of the legal and ethical obligations the District bears in upholding State and Federal laws. Under Wis. Stats. §118.125 and the Family Educational Rights and Privacy Act (FERPA) the District is obligated to protect students' rights to privacy in their education records. As a volunteer, you may come in contact with student record information either expressly or inadvertently. As is required of our staff, we expect this student record information shall not be discussed or released to any third party without expressed, written authorization in accordance with State and Federal law.

Under Fox Point-Bayside Board Policy #2416, student records are confidential and include all records relating to any individual student maintained by the school. As is required of our staff, we expect any student records you become aware of in performing your volunteer duties will not be disclosed. This includes access to; release, transfer or other communication of personally identifiable information contained in student education records to any party, by any means, including oral, written or electronic means.

In addition, School Board Policy #8120 lists all the guidelines and requirements of a volunteer at our district; which includes submitting to a criminal history records check prior to being allowed to participate in any activity or program.

Attached are the two required forms to start the process of becoming a district volunteer. The first is an acknowledgement you have reviewed School Board Policy #2416 and #8120, which are also attached. The second is the district background check authorization form. All information will be kept confidential with the Fox Point-Bayside School District Human Resources Department handling all background checks. Please complete the attached forms and return them to the district office; Attn: Laurie Rosenow. You will be notified once your background check has been processed.

Again, I want to thank you for volunteering in our schools and appreciate your support in making our schools an outstanding place for teaching and learning.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Dellutri", is written over a light blue horizontal line.

Dr. Jeff Dellutri  
Superintendent

## **8120 - VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

Any volunteer who works with or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

The District Administrator is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Policy 9800.01 outlines veteran volunteers requirements for recognition from the District and the Department of Public Instruction.

Adopted 11/16/15

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## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;



- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall ensure that procedures are established whereby parents may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy [8350](#).

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

20 U.S.C. 1232g, 20 U.S.C. 1232h