



Little Chute Elementary School  
901 North Grand Avenue  
Little Chute, Wisconsin 54140

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February 7, 2017

*Jim Neubert - Principal*

Dear Parent(s)/Guardian(s):

This letter is to inform you of new requirements if you serve or plan to serve as a volunteer at Little Chute Elementary School. On January 9, 2017, the Little Chute Area School District Board of Education adopted a "School Volunteers" policy which is scheduled for implementation on February 13, 2017. This policy has been attached to this letter for your review.

Under this new policy, school volunteers will need to complete a "Volunteer Application Form" and sign a "Volunteer Confidentiality Policy" form prior to volunteering at Little Chute Elementary School. Both of these forms are attached to this letter. Forms need to be returned to the Little Chute Elementary School Office or a PDF of each form can be e-mailed to Cindy McMahon at [cmcmahon@littlechute.kk12.wi.us](mailto:cmcmahon@littlechute.kk12.wi.us). Forms should be returned a minimum of two weeks prior to your volunteer experience (this timeline will be waived during February 2017 for initial implementation of this policy). Once forms are received, a background check will be completed and you will be notified of approval. If you are disapproved after the initial background check, you will be notified as requested to complete a form which allows for a more detailed background check. The Principal has final determination for the approval of volunteers in a building. Volunteers will be expected to complete both forms on an annual basis. Forms will be made available during August registration dates for the 2017-2018 school year.

For purposes of this policy, volunteers are defined as "a person who serves on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel." Examples of volunteers include, but are not limited to, individuals who offer to volunteer in a classroom, chaperone a field trip, provide clerical assistance to teachers, or volunteer during normal school hours as a representative of the Parent Teacher Organization (PTO), or serve as a volunteer for the after school reading program. This policy does not include school visitors. Example of school visitors include, but are not limited to, individuals attending parent/teacher meetings, individuals attending school performances, individuals attending after school PTO events, or individuals who attend the annual "Grandparent Day" event.

If you require clarification of a volunteer in school or if you have questions regarding the implementation of the policy, please call 920-788-7610.

Sincerely,

*Jim Neubert*

Jim Neubert  
Little Chute Elementary School Principal