



Wisconsin Heights School Volunteer Program Handbook

*"You give but little when you give of your possessions,
it is when you give of yourself that you truly give."
Kahlil Gibran*

*“Life begets life. Energy begets energy.
It is by spending oneself that
one becomes rich.”
Sarah Bernhardt*

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*“If you have knowledge,
let others light their candles at it.”
Margaret Fuller*

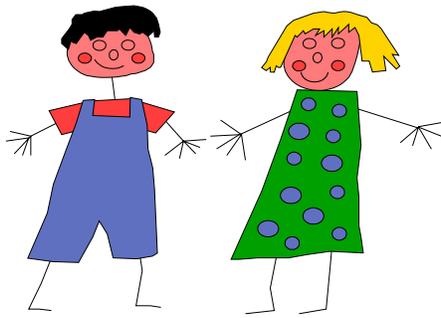


Thank you for volunteering
and welcome!

We are proud that you are a partner with us in the most wonderful and important job in the world: educating today’s youth and tomorrow’s citizens! We know that children’s families are their first and best teachers and celebrate all that our families do to help their youngsters be successful. The formal education of our children, however, is primarily the responsibility of the Board of Education, teachers, staff and administrators of the Wisconsin Heights School District – and we need you, as a caring parent and/or community member, to share this responsibility and privilege with us. As a volunteer, you will work with the direction of the faculty to support their ultimate goal of meeting the educational needs of the children. Who better to support our youth and enhance our thriving school-community connection than yourself?!

The district’s strategic plan entitled, *“Every Child is a Promise”* speaks clearly and directly to our confidence in our partnership with the community. The plan notes, “The strategic planning process consistently revealed a strong and common core value that recognized our schools as a resource for all in the community.... Time after time, participants in the planning process emphasized the age-old connection of the schools with the communities and the need and desire to maintain this connection in the face of changes in the nature of families, the workforce and societal expectations for schools. Teachers, parents and community members alike focused on the involvement of volunteers in the schools. The call for continuing and strengthening the bond between the Wisconsin Heights School District and its communities is strong and clear.” Our commitment to connecting with the community is so strong that one of the district’s three strategic priorities is “Invest in Partnerships,” with a goal specifically directed toward enhancing the resources and support available to all students through an expanded adult volunteer structure. You are part of making this happen – and we are very grateful to you!

Welcome and thank you once again for making the commitment to being a volunteer in our Wisconsin Heights School District. The gift of your time is sincerely appreciated. You make all the difference!



Our commitment to you

***“The human contribution is the essential ingredient. It is only in the giving of oneself to others that we truly live.”
Ethel Percy Andrus***

We believe that our schools are responsible for creating and maintaining a student-centered learning environment that fosters respect for everyone in the schools: young people, staff, parents and volunteers. Especially since our schools have such a need for and commitment to our volunteers, we promise to:

- treat our volunteers with care and respect;
- make every effort to assign volunteers to positions that match what they like to do and know how to do best;
- provide volunteers with the information they need about our schools, policies, people and programs;
- offer support throughout the volunteer experience;
- make sure volunteers understand how and to whom to talk about any concerns;
- give volunteers the opportunity to share comments and suggestions about their volunteer experience; and

- Celebrate! Celebrate! Celebrate! the contributions our volunteers make to the quality and culture of our schools with recognition, a smile, and frequent thanks!



Your commitment to us

The mission of the Wisconsin Heights School Volunteer Program is to increase student achievement and satisfaction with their school experiences through meaningful parent and community involvement. As a school volunteer, you make a world of difference to our staff and students. You:

- Enrich the school program by sharing your experiences and talents with students and staff.
- Stimulate community interest, concern and support for education through sharing your experiences with our children in the schools.
- Enhance student learning through reinforcing specific skills, providing enrichment experiences, and expanding the walls of the school to include the community.
- Strengthen the district's school-community partnerships through your positive and constructive participation as a member of our school community.
- Make a difference in the quality of the school experience for our students through your honest feedback about our strengths and challenges.

- Support strong student self-concepts by showing them that they are important to you, by taking the time to listen to them and by helping them have an even more joyous learning experience.
- Become a better community member as you learn about the many skills, talents and contributions of the faculty, staff and other volunteers who contribute to the schools.
- Increase your own sensitivity to the challenges of today's young people and strengthen your resolve to help them.
- Model the importance of giving back to the community so that our children will do the same in their generation.

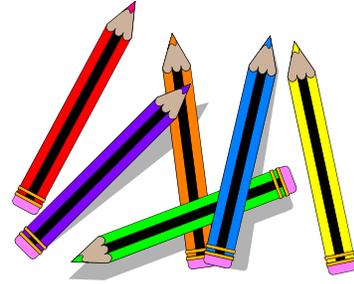
*“You need to get up in the morning and say,
‘Gosh, I’m going to – in my own
crazy way – save the world today!’”
Carol Bellamy*



Our Code of Conduct for Volunteers

*“If we can’t turn the world around
we can at least bolster the victims.”*

Liz Carpenter



- Maintain confidentiality. In your work as a volunteer, you may read and hear information about students that is *confidential*. It may be the results of classroom or achievement tests, awards or honors, attendance data, financial, health or personal family information, social or behavioral actions, program enrollment, or reports of parent/teacher or parent/counselor conferences. There may be times that another staff person may need to share confidential information with you, or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between District personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know.

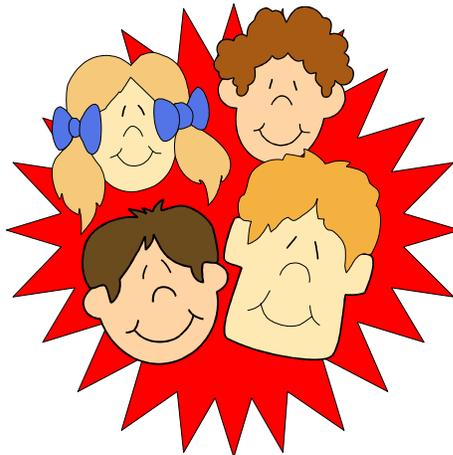
Both students and staff have the right to expect that nothing that happens to or about them will be repeated outside the school to anyone, including the student’s parents. Only staff who are responsible for the design, preparation and delivery of education and related services may have access to written or oral information about students and their families.

It is our expectation, and a program requirement, that volunteers will never share confidential information about a student or staff member with others, including that student’s or staff member’s family.

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student, knowing that you are a volunteer. Discussion of individual pupils, teachers and staff, their actions and their abilities is considered a breach of professional conduct and may be grounds for your dismissal from our volunteer program.

The student’s teacher is the most appropriate person with whom to discuss a child’s progress and problems. You should direct any questions about a child to the child’s teacher. Do not share information about a student – even with members of your own family.

- Be reliable. Remember that students and staff members depend on your presence.
- Be a role model. Remember that you are acting as a role model for the students. Conduct yourself with dignity, courtesy and consideration at all times.
- Be flexible. Remember that you are at school to help all students. You will be making a contribution whether you are working with your child's class or in another setting.
- Be a positive, public representative of the school. Address any concerns or issues promptly and productively. If you have an issue with a staff member, please talk to that person face to face as soon as possible. If you need time to think about the situation, please do so, but do not let the concern intensify. If you feel uncomfortable talking with the staff member, please speak to the building principal or the Family Resource Center Coordinator. Please respect the persons involved by avoiding discussion with other school or community members. Communications is the key to establishing good relationships that benefit everyone.
- Participate in information – sharing and training conferences as needed.
- Become familiar with and abide by district and school handbooks, policies and procedures.





Routine procedures

*“What do we live for, if it is not to make
life less difficult for each other?”
George Eliot*

- Sign in at the office at your arrival and departure.
- Wear your volunteer nametag so that staff members and students know who you are and can show appreciation for your presence.
- If you must be absent, call the school and ask that the staff member with whom you work be informed so that the student will not be disappointed.
- Please be prompt! We plan our days with your help in mind.
- Don't hesitate to ask questions or to set up a meeting to get further instructions, if needed.
 - If you have questions about your volunteer assignment in general, talk to the Family Resource Coordinator/
 - If you have questions about student instructional, curricular or behavior concerns, talk to the teacher.
 - If you have questions about school climate issues, harassment or discrimination concerns or conduct of students or staff that upsets you, talk to the principal.

- Note: If school is cancelled or students are released early because of snow or other unanticipated situation, announcements will be aired on the following radio and TV stations:

Television:

NBC – Channel 15

ABC – Channel 27

CBS – Channel 3

Radio:

Z104 FM (Madison)



More helpful information

“If every American donated five hours a week, it would equal the labor of 20 million full-time volunteers.”
Whoopi Goldberg

Here is some additional information that you need to know.

Accidents/Students

Please report all accidents and apparent illnesses to the classroom teacher or to the school office immediately. The school nurse will immediately be notified of all student accidents.

Accidents/Volunteers

Please report any accident or injury you might sustain while volunteering to the Family Resource Center Coordinator or school principal as soon as possible (see liability coverage). We all appreciate your staying home and taking care of yourself if you are not feeling well.

Emergency drills

Volunteers are required to participate in emergency drills. If you are unsure of your role or have other questions, please see your principal for a copy of the district’s Crisis Prevention and Intervention Plan.

Hot Lunch

Volunteers may purchase school hot lunch at the adult price when they are working at the school. Check with the school office, as soon as possible in the day for menu and price information.

Liability coverage

School volunteers are covered by the Wisconsin Heights School District's liability insurance policy for personal injury. Questions may be directed to the Director of Business Services at 767-2531.

Sexual harassment/discrimination

Wisconsin Heights is committed to providing a safe, harassment- and discrimination-free environment for its students, employees and volunteers. Any volunteer who feels that he/she has been a witness to or the subject of discrimination and/or sexual harassment should report the incident to the building principal immediately and without fear of reprisal. You may also speak to the Director of Student Services at 767-2595.

Staff lounges

Lounges are reserved for staff members only. Volunteers at the elementary schools are welcome at the Family Resource Centers.

Student release/discipline

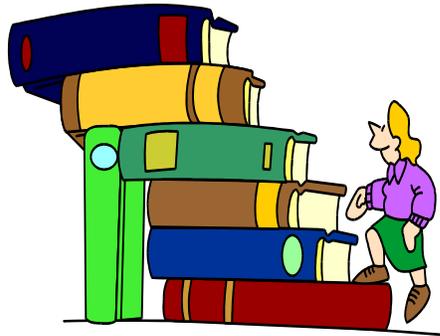
Please remember that you do not have the authority to release a student from school; this must be done through the office, with the permission of the principal. Volunteers who work with students are expected to maintain firm but kind control of the young people and to refer any serious problems or concerns to a staff person. Volunteers may not provide transportation in their personal vehicles for any school-sponsored activities.

Substance abuse

Volunteers are prohibited from consuming, possessing, furnishing, selling or being under the influence of alcohol or scheduled drugs in school or at any school sponsored, organized or associated function or on any property, facility or vehicle owned or operated by or for the school.

Volunteer time

We welcome any time you can give. To allow everyone a chance to volunteer, we recommend a maximum of four hours, twice a week, unless you are working on a special project.



Tips for working with children

***“I like to give my energy
to activities that affirm
the oneness of humankind.”***

Claire Randall

- Enjoy yourself! and they will too!
- Be warm and friendly.
- Learn the child’s name and be sure the child knows your name.
- Be a good listener and show that you are paying attention to the child by talking about things in which s/he is interested.
- Use positive comments to encourage the child.
- Let the children know that making a mistake is part of learning. Our motto is “Fail forward.”
- If you don’t know an answer, admit it, and work the problem out together or ask the teacher.

- Build the children’s confidence by praising their attention, achievement and effort. Be as specific as possible in your praise.
- Be reliable so the child will not be disappointed.
- Don’t make promises that you cannot keep.
- Maintain a sense of humor.
- Encourage the children to do their own thinking and give them time to respond.
- Communicate often with the teacher.

Thank you – and HAVE FUN!



Phone numbers

“Giving, whether it be of time, labor, affection, advice, gifts or whatever, is one of life’s greatest pleasures.”
Rebecca Russell

Black Earth Elementary 767-2251
 Mazomanie Elementary 767-2737

Middle School 767-2596
 High School 767-2586
 District Administration 767-2595

District website: <http://www.wisheights.k12.wi.us>

Board policies relating to volunteers

353.1 – School Volunteers

FIRST READING: APRIL 10, 2000

APPROVED: MAY 8, 2000

REVISED: JULY 10, 2000

The School Board supports community involvement as an integral part of the educational goals of the Wisconsin Heights School District. Therefore, the development of volunteer relationships is recommended and encouraged.

Specifically, volunteers can:

- Enrich the school program by sharing their experiences and talents with students.
- Stimulate community interest, concern and support for education.
- Provide an opportunity for interested community members to become directly involved with education.
- Provide students with reinforcement of skills.
- Strengthen school-community partnerships through direct and positive participation within the schools.
- Improve student self-image and help make learning enjoyable.
- Enhance all aspects of the education process.

Duties may involve service to the libraries, classrooms, athletic events, music programs and field trips, tutoring/mentoring youth and similar activities. Volunteers shall not teach but may reinforce skills taught by District staff.

The safety and well being of the students, staff and volunteers of the District is paramount. Therefore, the District shall conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students. Background checks will be conducted prior to the first time the individual volunteers to work with students and the District reserves the right to conduct additional background checks periodically thereafter.

All prospective volunteers shall be provided with a copy of the District's volunteer handbook. This handbook shall provide volunteers with important information regarding volunteering in the schools and working with students, and provide guidelines for employees to refer to when considering the use of volunteers. Inservice and training activities shall be planned for volunteers, if necessary, so that they may become knowledgeable of applicable laws, policies and procedures and skilled in performing their assigned tasks.

School volunteers shall be expected to abide by all applicable laws, District policies and administrative procedures when performing their assigned responsibilities. All District employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with broad supervision provided by the building principal. Volunteers shall be covered under the District's liability policy while performing their authorized duties.

Volunteering is a privilege, not a right. Volunteering begins with a positive and productive relationship with a child's own classroom teacher, where appropriate volunteers should model positive family-school-community relationships respecting the guidelines, set by school staff and communicating courteously and respectfully with all district faculty and staff.

Volunteers are representatives of the school community and are held to the same professional standards, as is district staff. If at any time, a volunteer's actions or presence interferes with the positive and productive functioning of an individual child, a classroom, or a school as a whole, the administration reserves the right to reassign and/or remove the volunteer from the school setting.

Volunteers shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements and District policies and procedures. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

It is the responsibility of District teachers and administrators to recognize the contributions of volunteers, with the advice and assistance of other employees.

School volunteer programs shall be evaluated annually in accordance with established procedures.

LEGAL REF.: Sections 118.001 Wi Stats

118.29

118.295

120.12(2)

120.13

948.13

CROSS REF.: 353.1-Rule, School Volunteer Procedures
353.1-Exhibit(1), School Volunteer Application Form
353.1-Exhibit(2), Volunteer Disclosure Statement
347, Student Records
526, Personnel Records
School Volunteer Handbook

353.1-Exhibit (1) – School Volunteer Enrollment Form



Wisconsin Heights School District
Larry Black, District Administrator
10173 US Highway 14
Mazomanie, WI 53560
(608) 767-2595
(608) 767-3579 FAX
lblack@wisheights.k12.wi.us

SCHOOL VOLUNTEER ENROLLMENT FORM

Directions. Please print the following information:

Date _____ Name _____

Address _____ Telephone _____ Email _____

List the school(s) and grade level(s) for which you are interested in volunteering: _____

- Which do you prefer (check one) – Assisting only with my child's grade/class
 Assisting with any grade/class if needed.

How are you willing to volunteer? (Check all that apply)

- within the school
 working from the home
 no preference

List the days you are available to volunteer: _____

List the times of day you are available to volunteer: _____

How often are you willing to volunteer? (Check one)

- More than once a week
 Once a week
 Once a month
 Other _____

Following is a general listing of some of the type of volunteer opportunities that are available in the Wisconsin Heights School District. Please check the opportunities that are of interest to you.

- Tutoring children one-on-one or in small groups.
 Clerical (e.g., typing, record keeping, filing, duplicating, computer assistance)

- Classrooms (e.g., assisting groups of students, field trips, creating/managing instructional materials)
- General School (e.g., organizing, supervising or managing special activities, events or programs)
- Before and/or After School Programs (please specify) _____

- Special Skills or Talents (list those you have and are willing to contribute – e.g., music, artistic, leadership, group supervision, fund raising, technology, career day presenter, special experiences) _____

- Other ways I could help: _____

I, as a volunteer working in the Wisconsin Heights School District, fully understand that this position is, as stated, on a volunteer basis, which inherent in its meaning, entitles me to no pay or wages from the Wisconsin Heights School District for my services. I understand the information provided in the Volunteer Handbook and I agree to the rules and guidelines contained therein. I understand that the information included on this form will be added to a school district database and that I may be contacted to volunteer in the areas I have specified. I understand that this volunteer agreement can be terminated without notice at any time by either the school district or the volunteer.

Volunteer Signature _____ Date _____

Route to : School Secretary for signature by building administrator

Building Administrator Signature _____ Date _____

Please return this form to the volunteer table during the Summer Registration sessions or by mail to:
Wisconsin Heights School District, Human Resources, 10173 Hwy. 14, Mazomanie, WI 53560.

353.1-Exhibit (2) - Volunteer Disclosure Form

CANDIDATE/VOLUNTEER DISCLOSURE FORM

It is the policy of the Wisconsin Heights School District to require all volunteers and prospective employees/student teachers to complete this Disclosure Statement. Subsequently, the Wisconsin Heights School District will complete a criminal record check for conviction(s) and pending charges through the Wisconsin Department of Justice.

Please Print Clearly

Name _____ Email: _____
Last First Middle

Address _____
Street City State Zip

Number of years at this address: _____

Date of Birth: ___/___/___ Driver's License Number: _____

Have you ever, in your lifetime, been convicted of or do you have any charges pending for felonies, misdemeanors and/or ordinance violations other than minor traffic violations? This includes all court addressed charges such as disorderly conduct, battery, worthless checks, etc. YES NO. If yes, please fill in the information below and include date, location and nature and circumstances of offense.

I authorize the Wisconsin Heights School District to review my personal background. I consent to having the Wisconsin Heights School District conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the Wisconsin Heights School District. I understand that the Wisconsin Heights School District will verify the information I have provided above. I hereby release the District, its Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

Signature

Date

Please return this form to Wisconsin Heights School District, Human Resources, 10173 Highway 14, Mazomanie, WI 53560.

353.1- Rule - School Volunteer Procedures

FIRST READING: APRIL 10, 2000

APPROVED: MAY 8, 2000

REVISED: JULY 10, 2000

A. Volunteer Handbook

The volunteer handbook provided to each prospective school volunteer shall include the following items:

1. Information regarding successfully working with students and some precautions to take concerning student safety and confidentiality.
2. Notification and copies of the District's school volunteer policy and procedures.
3. A "School Volunteer Enrollment Form."
4. A program evaluation form for volunteers.

B. School Volunteer Enrollment

1. All prospective volunteers shall complete the "School Volunteer Enrollment Form." Any volunteers who will be working directly with and/or who have access to students shall also be required to complete the "Volunteer Disclosure Form" and acknowledge consent for the District to conduct a complete criminal background check in accordance with the procedures outlined below.
2. The completed volunteer forms shall be forwarded to the Superintendent's Office, where they shall be kept on file. A duplicate copy of the "Volunteer Enrollment Form" shall be kept at the specific school where the volunteer is providing assistance.
3. The Superintendent's Office shall utilize information contained on the school volunteer forms to create and maintain a database of approved school volunteers. Volunteers are approved by the Superintendent after necessary criminal background checks are completed. An updated list of approved school volunteers shall be provided to the Leadership Team on an annual basis.

C. Criminal Background Checks/Disclosures

1. Volunteers who will be working directly with and/or who have access to students are required to disclose all criminal convictions or pending charges involving violations of the law other than minor traffic violations on the "Volunteer Disclosure Form". "Conviction" means the final judgment on a verdict or a finding of guilty, a plea of guilty or a plea of no contest in any state or federal court of competent jurisdiction in a criminal case, regardless of whether the appeal is pending or could be taken. "Conviction" does not include a final judgment that has been expunged by pardon, reversed, set aside or otherwise rendered invalid.
2. Volunteers who will be working directly with and/or have access to students shall also be subject to a formal criminal record check conducted by the Wisconsin Department of Justice (DOJ) prior to being allowed to work with students. The DOJ shall provide the information necessary to complete a conviction record check and the District shall reimburse the DOJ for this service. The Mazomanie and/or Black Earth Police Departments may be requested to obtain conviction records not available through the DOJ.
3. If the prospective volunteer refuses to cooperate fully in completing the "Volunteer Disclosure Form" or is found to have provided false, inaccurate or incomplete information on the disclosure form, the person will be disqualified from volunteering in the District.

4. The "Volunteer Disclosure Form" and conviction record report shall be maintained in files separate from the "Volunteer Enrollment Forms" for as long as the persons are volunteering in the District and as prescribed by the records retention schedule adopted by the District.

D. Recognition of School Volunteers

District teachers and administrators shall recognize the contributions of school volunteers to the District. Examples where such recognition might occur include, but are not limited to:

1. staff newsletters
2. parent newsletters
3. building level recognition events
4. program recognition events
5. articles in local or area newspapers

Outstanding volunteers may be nominated to the School Board for a Community Volunteer Service Award.

E. Evaluation of School Volunteer Programs

The District Leadership Team, in conjunction with the Family Resource Center Coordinator, shall annually evaluate District volunteer programs and report the results to the Board in May.



*“You have not lived a perfect day,
even though you have earned
your money, unless you have
done something for someone who
will never be able to repay you.”
Ruth Smeltzer*

**Thank you for volunteering
to support the great students
and staff of the
Wisconsin Heights School District!**