



Hayward Community Schools

Volunteer Packet

VOLUNTEER CHARACTERISTICS, GUIDELINES AND RESPONSIBILITIES

Volunteer Characteristics:

- Honest in approach and attitude.
- Patient when working with students.
- Flexible in responding to the needs of students.
- Prompt, dependable, and regular in attendance.
- Friendly to teachers and children.
- Treat all children fairly, showing no favoritism.
- Appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each.
- Supportive of administration and teaching staff.
- Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child.
- Willing to be discreet, sincere, dedicated, and punctual.
- Able to recognize the child's need to improve self-image and independent learning habits.
- Willing to communicate regularly with the staff, expressing concerns and questions with teacher or supervisor.

Volunteer Guidelines:

- Volunteers are dependable, punctual, and wear nametags while in school.
- Volunteers will dress appropriately, following school dress codes.
- Volunteers work under the direction and supervision of the school staff; the relationship is to be one of mutual respect and confidence. Show the students that you care.
- Volunteers will support teachers, not supplant them. Teachers are responsible for content and instruction in the classroom. Be respectful of new ideas.
- Volunteers shall work within the rules of the school, as set out by the principal.
- The volunteer shall maintain appropriate behavior at all times and shall except age appropriate behavior from the child.
- The volunteer shall always treat the teacher, child, child's parent(s), and guardian, with respect and shall not criticize or make negative comments about them to or in front of the students.
- The volunteer shall exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and shall not make any comments that can be construed as racist, sexist, or bigoted. Volunteers shall respect cultural differences and broaden their knowledge and understanding of human relations.
- Volunteers must avoid promoting any religious doctrines, or beliefs.
- Volunteers must avoid promoting political candidates or parties.
- Volunteers must avoid lending money to students, shall not indulge the students with gifts, money, food, or presents.
- Volunteers shall be generous with praise and courteous with criticism.
- Volunteers shall keep information about students and teachers confidential unless disclosure to proper authorities is required by law. Any information about students that harm her/himself or another person must be reported to the teacher or school counselor. If the student reports that she/he has been abused, that information should not be repeated to friends, relatives, coworkers or other acquaintances.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.

For Volunteers Working with Students:

Tips to ensure a rewarding experience:

Volunteers who use patience and loving care will earn the trust of students and be a source of reassurance and comfort for them. Children pattern themselves after the adults in their lives, including volunteers, who treat them with tender care. Volunteers who are consistent and fair reap the unique rewards reserved for special people in the lives of students.

Here are some tips to help volunteering with students be a rewarding experience:

- Give lots of smiles! Ask children questions about what they are doing. Children love to share what they are creating or playing with.
- Children go through developmental stages as they learn and play. Each child is an individual and develops at a different pace.
- Always remember that the needs of children come first. Completing projects or working on materials can be finished later.
- Whenever possible, try to guide students in a positive way. Example: "Use small voice in classroom", instead of, "Stop yelling!"
- Give children advance notice of activity changes. For example announce, "We have five minutes to play before it is time to clean up."
- Never discuss children outside the classroom. Confidentiality is a must!
- If you are frustrated with a child, ask the teacher for suggestions later. Never discuss a child in front of the child or during class time.
- Help children to help themselves! Encourage a child to try a task by herself. Offer to help the child after she has given a good effort.
- Praise a child for what he/she can do. Never point out what he/she can't do.
- We can laugh with a child, but never at a child.
- Watch for times when children need extra attention or words of encouragement! You can help children feel better about themselves and about their abilities to try there best.
- If possible, allow children to solve their own conflicts or help them to solve their own conflicts.
- Try not to judge who is right or wrong.
- Children will be richly rewarded by warm smiles.



Volunteer Responsibilities:

- Telephone the building office if you are unable to attend at the scheduled time.
- You must sign in and out every time you volunteer in the school office in which you are volunteering. Wear a volunteer nametag while visiting the school building and record hours of service on the designated form in the school office.
- After signing in you will receive your volunteer assignment from the building secretary. There you will receive instruction regarding what you are needed to do for that day. Additional instruction may be needed from the classroom teacher.
- You are setting an example for students, please dress and act in an appropriate way.
- You must keep all student information confidential.
- If there is any question regarding student behavior please see the teacher. If students are acting inappropriately let the teacher know so that they can deal with the child or children. Never discipline the child yourself.
- You are invited to use the staff workroom where you may use the restrooms and purchase soft drinks.
- If there is a specific problem or conflict with your volunteer activity, please let the building principal know immediately so that a solution can be worked out.
- If there is any question or concern you have about a student please talk to the teacher in charge or the building principal.

Volunteers are an integral part of any school. When parents volunteer both families and schools reap benefits that come in few other ways.

Signature

Print Name

Date

PLEASE LEAVE THIS PAGE WITH THE BUILDING SECRETARY



Book	Policy Manual
Section	8000 Operations
Title	VOLUNTEERS
Code	po8120
Status	Active
Adopted	May 20, 2019

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.

Any person who volunteers to work with the District shall be screened through the Internet site for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program.

Any volunteer who works with or has access to students shall be screened through the Internet site for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied.

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. 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.

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Book	Policy Manual
Section	3000 Professional Staff
Title	CRIMINAL HISTORY RECORD CHECK
Code	po3121
Status	Active
Adopted	May 20, 2019
Last Revised	September 14, 2020

3121 - **CRIMINAL HISTORY RECORD CHECK**

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

T.C. 9/14/20

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HAYWARD COMMUNITY SCHOOL DISTRICT VOLUNTEER PROGRAM RESPONSIBILITIES 353 RULE

Administrative Role

The School Administration will annually, make known to the public that the schools in the Hayward Community School District will welcome volunteers. As well, each volunteer will be asked by the principal to sign the Volunteer Agreement and the principal will keep this record on file for the duration that the individual does volunteer work in the District.

In addition, the building principal will assist the classroom teacher in the selection process of the volunteer and in periodic evaluation of the contribution to the educational process the volunteer is contributing.

Appropriate recognition for the volunteers will be done on a yearly basis. The building principals will coordinate this.

Volunteer Role

The school volunteer shall be expected to abide by all school rules and regulations when performing their assigned responsibilities.

Volunteers will be restricted from access to confidential information in students and employee files.

Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteers shall be;

- Treated with respect as co-workers.
- Given a considerate assignment suited to his/her abilities and interest.
- Given guidance when needed or requested.
- Trained for duties expected of them.
- Given recognition for a job well done.

**HAYWARD COMMUNITY SCHOOL DISTRICT
VOLUNTEER AGREEMENT
353 EXHIBIT**

I, as a volunteer working in the Hayward Community 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 for my service from the Hayward Community School District. I further understand that I am expected to follow the rules of behavior that are expected of other staff as set by the professional agreement. I do understand that either the School District or the volunteer can terminate this volunteer agreement without notice at any time.

I have read and understand the volunteer agreement, and give permission to the Hayward Community School District to do a background check.

Name (Please print) include middle name

Social Security Number

Previous Name/Maiden Names

Current Address, City/State/Zip

Date of Birth

Race

Driver's License

State

Date

Signature

PLEASE LEAVE THIS FORM WITH THE BUILDING SECRETARY