

Volunteer Handbook

School District of Belleville

Belleville, WI 53508

www.belleville.k12.wi.us



Welcome to the School District of Belleville!

Volunteers are an important component of our school program. The time and talent that you contribute to Belleville Schools is greatly appreciated. It is important that we work as a team to educate our students and work towards our mission of “Learning comes first!” Your involvement with us can greatly enhance our school program, and will hopefully be a satisfying and inspirational experience for you as well.

Please take time to read through this handbook. It contains the School District of Belleville’s procedures regarding our Volunteer Program. Thanks again for your time and generosity. Have a wonderful volunteer experience in the School District of Belleville!

Sign-in Procedure:

All volunteers will follow the School District of Belleville’s visitor policy for entering the school building. Volunteers must check in at the school’s office, sign in and out, and wear a visitor badge at all times while in the school building.

Mandatory Reporting:

It is mandatory for you to report to the principal if you should observe:

1. A student who may have been abused or is abusive
2. A student who may have in his/her possession a weapon of any kind
3. A student who may have in his/her possession drugs, alcohol, or tobacco

The School District strives to be a safe place for its students. You are a part of our ears and eyes. Reporting such incidents will assist us provide a safe environment for all students.

Volunteer/Staff Guidelines:

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by the law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the supervision and discretion of the professional staff. Volunteers may be asked to leave or end their volunteer services at any time by the teacher or principal.

Confidentiality:

Respecting a child's privacy is very important. If a child or teacher reveals personal or academic information about a child, please regard it as confidential. Please do not share this information with anyone else, unless it is information that could be harmful to the child or someone else. If a child shares such information, then you are mandated to report the information to administration.

Attendance:

When you make arrangements with a teacher to volunteer in the classroom, that teacher really counts on you to be there. Please arrive on time for your scheduled time and also leave the building when your scheduled time is over. If an illness or an emergency arises, please call the school office as soon as possible, and ask the secretary to let the teacher know that you are not going to be there.

Effective Ways To Work With Children:

- Learn the children's names and show interest in what they are doing and telling you. Your warmth, friendliness and listening is important to them.

- Be consistent with the teacher's rules for classroom behavior, schedule and atmosphere.
- Encourage children to do their own thinking. Give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or do.
- If you don't know an answer or are unsure of what to do, admit it to the children and work it out together or feel free to ask the teacher for clarification or help when you need it. It is best to do this so you are not interrupting the teacher during her instruction time.
- Give positive feedback to children. Accept each child as she/he is without feeling responsible to judge a student's abilities, progress or behavior.
- Respect a child's privacy. If a child or teacher reveals personal information, regard it as confidential. Academic skills and progress of individuals are also considered confidential.
- Please turn cell phones off and not use them in the classroom so that learning time is not disrupted.
- Keep your commitment. The students and staff will expect you and look forward to your volunteer visits.

Is There Anything Volunteers Should Not Do?

Yes! The professional staff at the school is responsible for everything that goes on in the building including student instruction, safety and discipline. Volunteers supplement and support the program, but **may not**:

- Discipline students
- Be requested to correct or evaluate a student's work.
- Be a substitute for a member of the school staff
- Have access to materials in students' permanent records
- Diagnose student needs, evaluate achievement or counsel children
- Discuss student progress with parents or anyone else
- Use the volunteer time as a "Mini-Parent/Teacher Conference"
- Bring preschool age children with them
- Just drop in. Please set a scheduled time with the teacher to volunteer.
- Share or impose your personal beliefs or values with students or staff.

Don't Forget:

1. Sign in at the school office each time you volunteer.
2. Wear your volunteer button.
3. Ask questions! No question is inappropriate if you don't know the answer.
4. Document your hours.
5. If you have constructive criticism tell us. We welcome your comments.
6. Respect confidentiality.
7. If you are unhappy with your assignment or the School Volunteer Program, please communicate with the teacher or administration.

Enjoy Yourself!

Your enthusiasm will be conveyed to the students who are eager to learn about new topics and ideas. Make this an enjoyable experience for all!

School Information:

Belleville Elementary School 237 West Pearl Street Belleville, WI 53508	Phone: 608.424.3337 Principal: Mrs. Tammy Kielbasa, Ext. 1204 Associate Principal: Mrs. Amy Kraemer, Ext. 1203 Secretary: Pam Christen, Ext. 1200
Belleville Intermediate School 101 S. Grant Street Belleville, WI 53508	Phone: 608.424.3371 Principal: Mrs. Tammy Kielbasa, Ext. 2204 Associate Principal: Mrs. Amy Kraemer, Ext. 2203 Secretaries: Debbie Nettesheim, Ext. 2202 Maria Stuessy, Ext. 2200
Belleville High School 635 W. Church Street Belleville, WI 53508	Phone: 608.424.1902 Principal: Mr. Nate Perry, Ext. 3440 Secretaries: Betty Wolff, Ext. 3438 Dale Yurs, Ext. 3439

Volunteer Information and Agreement Form

Thank you for taking time to complete this Volunteer Information and Agreement Form for both new and experienced volunteers.

Contact Information:

Name: _____ **Birth date:** _____

Address: _____

Email: _____

Phone: Home: _____

Cell: _____

Work: _____

Emergency Contact: _____

Phone: _____

Child's Name (s):

Teacher:

(If there are additional children in the family, please add their names to the back of this form.)

1. Have you volunteered at the Belleville School prior to this year
 Yes
 No
2. I have read the School Volunteer Handbook and agree to follow the guidelines of the School District of Belleville's Volunteer Program.
 Yes
 No
3. Have you ever been convicted of a crime, the conviction of which has not been annulled, other than a minor traffic violation?
 Yes
 No
4. I agree to respect the confidentiality of student information, as well as personal contacts with students and staff.
 Yes
 No
5. I certify that the information above is true to the best of my knowledge.
 Yes
 No

Signed: _____

Date _____

Please indicate your preferences below so we can best match your availability and interests.

I am available to volunteer:

- Weekly
- Every other week
- Monthly
- Occasionally

My available days are:

- Any weekday
- Specific days (Please check below.)
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

My available times are:

- Any time
- Before school
- Morning
- Lunchtime
- Afternoon
- After school

Areas of Interest:

I would be interested in the following areas (please check as many as you would like):

- Field trips/chaperone
- Assisting with students in the classroom
- Helping with preparation for staff members
- Other interests or talents you'd be willing to share:

Date: _____

Volunteer Plan decided upon with teacher:

Day: _____

Time: _____

Duties:

Signature of Principal _____

Please return these two pages of the Volunteer Information/Agreement Form to the Building principal.