

SCHOOL DISTRICT OF COLBY

VOLUNTEER

INFORMATION

HANDBOOK

WELCOME!

Thank you for offering to volunteer services to the School District of Colby and welcome to our schools! We are pleased that you have chosen to become a partner in the education of our children...one of the most rewarding jobs that can be found! It has been stated that "It takes a village to educate a child." Your willingness to assist makes that thought come true! When students, families and communities work together to support learning, everyone benefits:

- Students perform better in school and in life
- Parents become empowered
- Teachers know they are not isolated in promoting learning
- Schools become well-rounded
- Communities grow stronger

Our Commitment to You!

As volunteers, you can expect:

- To be treated with care and respect...like a colleague.
- An attempt to assign volunteers to positions that match their abilities and preferences. If for some reason the volunteer assignment is not what you expected (or you are not comfortable with it) please contact the principal to modify your duties. Please be aware ...if you are a parent, it is not always possible to work in your child's classroom, or for your child's teacher.
- To be provided with the information you need to know about our schools, policies, personnel and programs.
- To know the purpose of your job and what that entails, and to be offered training.
- To be able to ask questions and offer comments and suggestions about your volunteer experience.
- To be recognized and appreciated for your valuable time.

Your Commitment to Us!

As volunteers, we expect you to offer support and service at the direction of the school staff. You can accomplish this by:

- Being punctual and responsible in fulfilling duties and commitments and in notifying the school of any absence.
- **Maintaining Confidentiality.** Consider all information heard directly or indirectly while on duty to be confidential. If you are concerned about something have seen or heard while volunteering, please talk to the teacher or principal.
- Attending orientation and training sessions related to responsibilities as offered.
- Conducting yourself with dignity, courtesy and consideration.
- Becoming familiar and following school and classroom policies and practices. If you are uncertain about a policy or procedure...be sure to ask your coordinating staff member.

Routine Procedures / Policies

Background Check and Necessary Forms

Because the safety and well-being of students, staff and volunteers of the School District of Colby is paramount, the District may conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students. Additionally, volunteers are required to file a Volunteer Enrollment Form, which includes emergency contact information and provides liability insurance to the volunteer.

Sign-in Procedure

All volunteers must **sign in and out** each time they work at a school. There is an area in each school office designated for this purpose. For security reasons and in case of an emergency, it is important for administration to know who is in the school and why. This also allows schools to track numbers of hours contributed by volunteers. In addition, a record of each volunteer's hours enables the school to evaluate its volunteer program and to recognize volunteers for their contribution of time. ID tags are required of all volunteers.

Absences

If you have an emergency or are sick and cannot make your scheduled time, please call the school or coordinating staff member and leave a message as early as possible. On a side note, the school staff understands and appreciates your staying home to take care of yourself if you are not feeling well.

Emergency Drills

Volunteers are required to participate in emergency drills (fire, tornado, chemical spill, bomb threat, building evacuation and lock-down). If you are unsure of your role or have other questions, please see your principal or coordinating staff member for a copy of the school's procedure.

Snow Days/School Cancellation

If school is cancelled or students are released early because of snow or another unanticipated situation, announcements will be aired on local TV and radio stations. When school is closed for any reason, all volunteer assignments are cancelled.

Accidents – Students and Volunteers

If an accident happens to a Student: Please report all accidents and apparent illnesses to the student's classroom teacher or to the school office immediately.

If a Volunteer has an accident: Please report any accident or injury you might sustain while volunteering to the coordinating teacher or school principal.

Mandatory Reporting – Suspected Child Abuse

If you suspect a child of being abused (physical, sexual, emotional and neglect), please bring the issue to the coordinating staff member as soon as possible. Together, the volunteer and staff member can discuss concerns with the building principal and file the mandatory report.

Dress Code

Volunteers should wear comfortable clothing that is neat and clean. Clothing which depicts tobacco products, alcoholic beverages, drugs, or has sexual suggestions on it are not acceptable.

Harassment / Discrimination

The School District of Colby is committed to providing a safe environment free of harassment and discrimination for 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 without fear of reprisal. If the problem originates with the principal, please contact the District Superintendent.

Student Discipline

Volunteers who work with students are expected to maintain firm, but kind control of the students, and to refer any serious problems or concerns to the coordinating staff member. Try to observe and accommodate the style of discipline in which the staff member operates.

Substance Abuse

Volunteers on duty or directly responsible for students shall not consume alcohol, interact with students while under the influence of alcohol, report for volunteer duty while under the influence of alcohol, use illegal substances, gamble, use profanity or use tobacco products in the presence of students. Please remember that it is unlawful to smoke on any school grounds.

School District of Colby
VOLUNTEER ENROLLMENT FORM

Name _____ Address _____
City, State, ZIP Code _____
Phone _____ E-mail _____



Please list the school(s) and grade level(s) in which you are interested in volunteering:

_____ Little Stars _____ Elementary _____ Middle School _____ High School

How are you willing to volunteer?

_____ Within School _____ Working at Home _____ No Preference
_____ Other (Please Describe) _____

Please list the days you are able to volunteer:



Please list the times of the day you are available:



Emergency Contact Information: If an emergency medical situation should arise, the following information would be needed. Please help us by providing this information.

_____ *Name of Contact* _____ *Relation to You* _____ *Telephone*

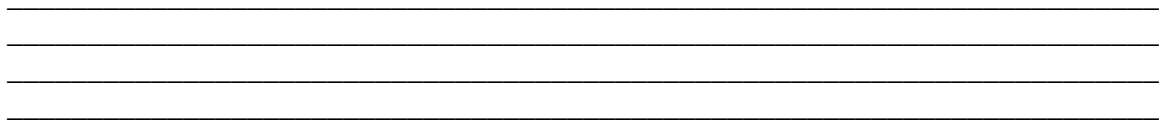
If there is no response, call:

_____ *Name of Contact* _____ *Relation to You* _____ *Telephone*

I authorize all treatment deemed advisable and suggest _____
(doctor's name) at _____ (clinic) or the Emergency Room staff at _____
_____ (hospital) or, if unavailable, any appropriate medical care
deemed advisable by volunteer authorities.

_____ Signature of Volunteer _____ Date

Important: Please disclose any information that would be important to tell a doctor in an emergency situation.



**School District of Colby
VOLUNTEER SERVICE AGREEMENT**

I agree to volunteer my services for the following school(s) *[Check all that apply]* :

- Colby High School
- Colby Middle School
- Colby Elementary School
- Little Stars Preschool

during the _____ school year. I agree to follow the directions of the teacher or supervisor in charge of the activity, and to follow all School District rules and policies while serving as a volunteer. I understand that as a volunteer I will be covered by the School District's Professional Liability Insurance policy which carries a limit of \$4,000,000 per occurrence for full prior acts coverage of errors, wrongful acts, omissions, denial of civil rights, or discrimination.

Signature of Volunteer

Date

CRIMINAL RECORD DISCLOSURE:

The responsibility of the School District of Colby to its students and community necessitates the following information from all volunteers regarding criminal convictions.* Volunteers must also supplement this form by reporting any convictions or pending criminal charges that occur after this form is completed. Pending criminal charges or possessing a record of conviction are not absolute bars to volunteer service. These will only be considered if the offenses are substantially related to the particular service for which you are volunteering. However, any omission, false answer, or false statement by you on this disclosure form, or on any supplement, will be grounds for refusal to allow you to volunteer in our District. Please provide all the information requested prior to your volunteer service.

NAME _____
 LAST FIRST MIDDLE

OTHER NAMES USED _____ Dates of Use _____ Sex _____ Race _____

Social Security Number _____ AND Date of Birth _____

Have you ever lived outside of Wisconsin? No Yes If, Yes, Where _____

Have you ever been arrested for or convicted* of, or do you presently have pending, charges for violations of law other than minor traffic violations? No Yes *[If the answer to the above question is "Yes", please complete the information below and attach a letter of explanation. If you have more than two convictions or pending charges, list them on a separate sheet.]*

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ARREST OR CONVICTION INFORMATION

1. Conviction/Pending Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks:		Length and Terms of Probation	

2. Conviction/Pending Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks:		Length and Terms of Probation	

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*Conviction means the final judgment of 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 an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.
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I hereby certify that my answers and statements in this disclosure are true and correction without omissions of any kind.

Signature of Volunteer

Date