



McFarland 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*

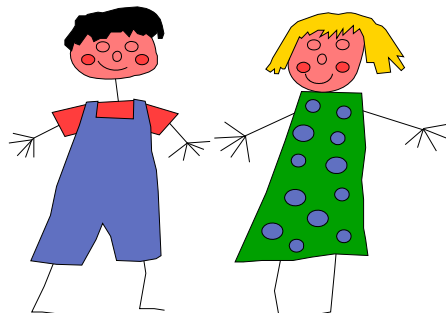


Thank you for volunteering -
and welcome!

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 McFarland 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 is strongly committed to its partnership with the community. There is a strong and common core value that recognizes our schools as a resource for all in the community and acknowledges both 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 treasure the involvement of volunteers in the schools in order to enhance the resources and support available to all our great students. 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 the McFarland 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 evaluate and 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 McFarland 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:

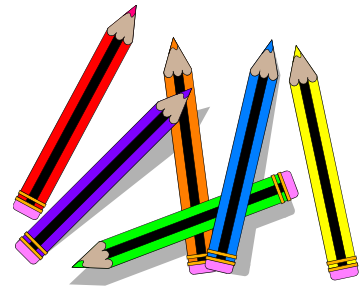
- enrich the school program by sharing your experiences and talents with students and staff;
- stimulate community interest, concern and support for education through sharing your experiences with our children in the schools;
- enhance student learning through reinforcing specific skills, providing enrichment 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; and
- 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*



*“After the verb ‘to love,’
‘to help’ is the most beautiful
verb in the world.”
Bertha Von Suttner*



Our Code of Conduct for volunteers

- 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.

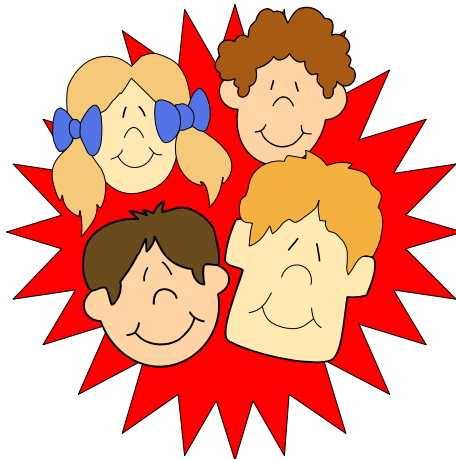
Both students and staff have the right to expect that nothing that happens to or about them will be repeated outside the school to anyone, including the student’s parents. Only staff who are responsible for the design, preparation and delivery of education and related services may have access to written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

It is our expectation that volunteers will never share confidential information about a student or staff member with others, including the volunteer’s, 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 students, teachers or staff, their actions and/or 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.

- 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. Determination of the need for and role(s) of classroom volunteers rests with the teacher.
- 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. Please respect the persons involved by avoiding discussion with other school or community members. Communication 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(s) 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 principal.
 - 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 another unanticipated situation, announcements will be aired on the following radio and TV stations:

Television:

WMTV – Channel 15

WKOW – Channel 27

WISC – Channel 3

Radio:

WIBA – 1310 AM/101.5FM

WOLX – 94.9FM

WJJO – 94.1FM

Q106.3FM



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 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 Management 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 for menu and price information.

Liability coverage

School volunteers are covered by the McFarland School District's liability insurance policy for personal injury. Questions may be directed to the Director of Business Services at 838-3169.

Harassment/discrimination

The McFarland School District 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 Integrated Student Services at 838-3169.

Staff lounges

For confidentiality reasons, lounges are reserved for staff members only. Please check with your classroom teacher or principal regarding a location in which you may relax while at the school.

Student release/discipline

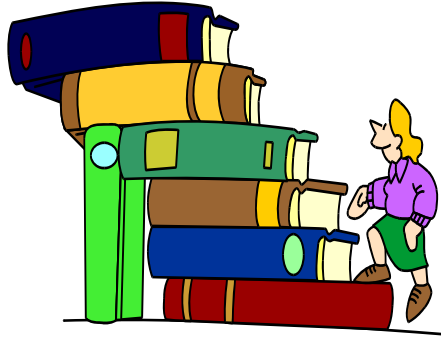
Please remember that you do not have the authority to release a student from school; this must be done through the office, with the permission of the principal. Volunteers who work with students are expected to maintain firm but kind control of these lively young people and to refer any serious problems 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 drugs in school or at any school sponsored, organized or associated function or on/in 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.

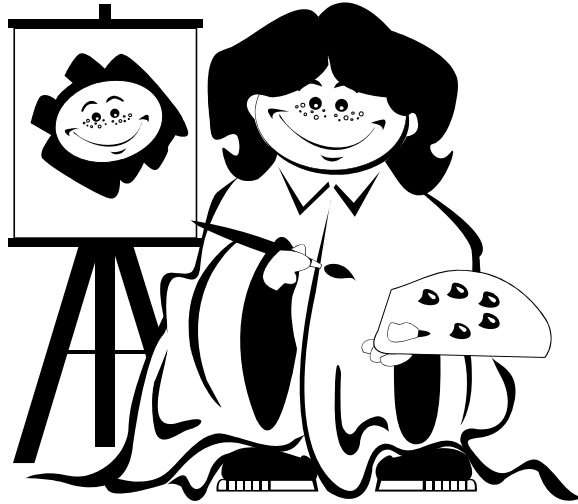
Thank you – and HAVE FUN!



Phone numbers

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

Conrad Elvehjem Early Learning Center	838-3146
McFarland Primary School	838-3115
Waubesa Intermediate School	838-7667
Indian Mound Middle School	838-8980
McFarland High School	838-3166
District Office	838-3169



*“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
McFarland School District!**

**McFarland School District
Volunteer Disclosure Form**

McFarland School District requires all volunteers and prospective volunteers to complete this form. For the purpose of background checks, "regular" is defined as a volunteer position that is likely to involve five or more visits during the year. The building principal will make final determination of a "regular volunteer". We will complete a criminal record check for conviction(s) and pending charges through the Wisconsin Department of Justice.

Please print clearly and return to school office

Volunteering with: _____

Name _____
Last First Middle

Address _____
Street City State Zip

Number of years at this address _____ Sex _____ Race (circle one)
White
Black
Asian or Pacific Islander
American Indian/Alaskan Native

Date of Birth: ____/____/____

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 explain. Prior convictions may not exclude you from volunteering in our school. Misrepresentations on this statement will exclude you.

I authorize the McFarland School District to review my personal background. I consent to having the 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 McFarland School District. I understand that the McFarland 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 _____

LEGAL REF: Sections 118.001 WI Stats

118.29

118.295

120.12(2)

120.13

948.13

CROSS REF: 353.1 Policy School Volunteers

353.1 Rule – School Volunteer Procedures

353.1 Exhibit (1) – Disclosure Form