

Thank you for deciding to be a volunteer in the School District of the Menomonie Area (SDMA). Giving back to our schools by volunteering helps make our students successful. Volunteers make a valuable contribution to the educational system and caregiver and community involvement in schools enhances and supports educational opportunities for students.

Volunteers are needed for a variety of reasons in the SDMA. Schools at all levels within the district can benefit from caregivers and community members who are willing to assist with chaperoning field trips, assisting with classroom activities, practicing reading and math with students, playground and lunchroom supervision, clerical assistance, serving as a crossing guard, or driving students to and from events. If these or other opportunities are appealing, please follow the process outlined below for communicating with building staff and completing a background check.

Volunteer assistance from the community contributes to the goal of creating positive outcomes for all Menomonie Area students. Only through collaboration with caregivers, stakeholders, and community partners can this goal be achieved. Volunteer opportunities play an important role in creating an engaging educational environment for all students, while providing a fulfilling and rewarding opportunity for those who choose to donate their time.

Volunteer Process

Volunteers can assist in the SDMA using three points of access:

- 1. Volunteers are asked by the classroom teacher or other staff member to assist with a specific task (i.e. classroom assistance, field trip chaperone, etc.)
 - Volunteer picks up a background check form at the front office of the school building where the volunteer is being asked to help
 - Volunteer completes the background check form in full
 - Volunteer submits the background check form to the building Principal for approval
 - The building clerical submits the background check to Human Resources for completion
 - Human Resources notifies the building if a volunteer has been approved
 - Approved volunteers make arrangements with the teacher or building Principal for specific details

- 2. Volunteers contact a specific school to offer assistance
 - Specific school gathers information from the potential volunteer to see if there is a fit
 - Volunteer picks up a background check form at the front office of the school building where the volunteer would like to help
 - Volunteer completes the background check form in full
 - Volunteer submits the background check form to the building Principal for approval
 - The building clerical submits the background check to Human Resources for completion
 - Human Resources notifies the building if a volunteer has been approved
 - Approved volunteers make arrangements with the teacher or building Principal for specific details
- 3. Volunteers contact the Administrative Services Center (ASC) to offer assistance
 - Human Resources gathers information from the potential volunteer to see if there is a fit
 - Human Resources provides building contact information to the potential volunteer so they can connect with the Principal
 - Volunteer picks up a background check form from ASC or at the front office of the school building where the volunteer would like to help
 - Volunteer completes the background check form in full
 - Volunteer submits the background check form to ASC or the building Principal for approval
 - The building clerical submits the background check form to Human Resources for completion
 - Human Resources notifies the building if a volunteer has been approved
 - Approved volunteers make arrangements with the teacher or building Principal for specific details

Qualifications for Volunteers

- Pass a background check conducted by the school district. Please see the background criteria for exclusion
- Positive attitude and enthusiasm working with children
- Ability to work cooperatively with school staff
- Effective communication skills
- Dependable
- Positive role model
- Follow the Volunteer Code of Conduct

General Guidelines for Volunteer Duties

Volunteers Can	Volunteers Can <u>NOT</u>
May be used in non-teaching duties not requiring instructional judgements or evaluations of students	May <u>NOT</u> access confidential student records
May act as supervisors, chaperones, or sponsors for non-academic school activities	May <u>NOT</u> establish instructional objectives or lesson plans
May provide assistance with academic programs under a certified teacher's immediate supervision	May <u>NOT</u> impose, administer, or enforce student discipline
May act as a guest lecturer or resource person under a certified teacher's direction with administrative approval	May <u>NOT</u> give medications

Volunteer Code of Conduct

An approved volunteer must agree to abide by the following code of conduct:

- Immediately upon arrival, sign in at the main office or the designated area.
- Agree not to exchange phone numbers, addresses, email, or any other home directory information with students for any purpose unless it is required as part of the volunteer role.
- Do not disclose or use student photos, personal information about students or staff, or other specific volunteer details.
- Agree only to do what is in the best educational interest of every child.
- Inform the teacher or building principal of any issue that may impact the ability to serve as a volunteer.
- Do not transport students, unless it is required as part of the volunteer role.

