

**Mt. Horeb Area Schools**

**Early Learning Center  
Primary Center**



**VOLUNTEER  
PROGRAM**

Dear Parents and Guardians,

Welcome to the Mount Horeb Area School District, and welcome to the new school year! We are very pleased to have your child(ren) in our schools and we look forward to your involvement with our students.

One of the wonderful things about the Mount Horeb Area School District is the opportunity for community members to participate in the life of the school and contribute to the success of our children's learning. We feel our volunteers are an important and essential part of our schools.

**To ensure the safety and well-being of our students and staff, all potential volunteers to the Mount Horeb Area Schools are required to complete a *Volunteer Background Check Form*. All returning volunteers are also asked to fill out this form and return it to any school office. Only one completed form per volunteer is necessary, even if you volunteer in more than one building. A *Volunteer Background Check Form* is included below in this packet or may also be obtained from any school office.**

Also below is an overview of the Early Learning and Primary Centers' Volunteer Program. Information is given regarding school guidelines and volunteer commitment. Please read the information on the following pages carefully. We strongly encourage you to become involved with your schools in any way possible. There is a role and a place for all of you.

This handbook is designed to help with any questions you may have. You are also encouraged to call your child's teacher, the office or me if you have additional questions. We are looking forward to having you as an educational partner.

Once again, please contact me if you have any questions or concerns regarding the volunteer program. Thank you in advance for your dedication to children!

Sincerely,

Rachael Johnson  
Principal



# **VOLUNTEER PROGRAM OVERVIEW**

## **Statement of Purpose**

School volunteers/mentors help teachers by freeing them from routine tasks, creating more time for teachers to meet the individual needs of all students and by providing instructional support whenever possible.

School volunteers/mentors bring a unique dimension to schooling because of their diversity in age, background, expertise and skills.

School volunteers/mentors help provide support for the many diverse educational and social/emotional needs of students.

## **Check In/Check Out Procedures**

The Early Learning and Primary Centers ask that ALL volunteers sign in and out of the office whenever you are helping in our schools. This will help us contact you in case of a family emergency and it also helps us keep track of the days and times in which you have assisted. After your sign in, please wear a volunteer badge for identification whenever you are in the building. The badges help identify you and ensure that you are someone "safe" in our building.

## **Commitment**

The following list of commitments are expected by all school volunteers. Our role modeling is important for our students and working together as a professional team ensures the best use of everyone's time and energy.

- \* Act in a courteous and respectful manner at all times. Set a good example!
- \* Leave personal and family problems at home.
- \* Be consistent and dependable.
- \* Schedule your time to ensure promptness.
- \* Schedule personal business needs outside of your volunteer time.
- \* Discuss problems, concerns, suggestions with the principal or classroom teacher.
- \* Maintain strict confidentiality with all student, classroom, or school information to which you have access to.

## **Qualifications**

- \* Good health, conforming to health requirements for school personnel
- \* Willingness to assist school staff and support school programs
- \* Respect the need for confidentiality
- \* Prompt and dependable behavior

## **School Expectations**

- \* Understand and support district behavior standards, building behavior management plan and classroom plan
- \* Work under the direction of the teacher or other staff member
- \* Communicate inappropriate student behaviors to homeroom teacher
- \* Know school emergency procedures for weather or other building crisis
- \* Show enthusiasm and positive attitude

## **Student Support**

- \* Establish good rapport with students
- \* Use each student's name whenever possible
- \* Show genuine care and respect for students
- \* Encourage the best from each student
- \* Make no promises that cannot be kept
- \* Allow wait time for the student to respond...show patience!
- \* Show active listening
- \* Show consistency with expectations and consequences
- \* Provide assistance without doing the work for the student
- \* Maintain a sense of humor!

## **Forms To Return/Complete**

### **1. Volunteer Sign Up**

Both the Early Learning and Primary Center use the same form regarding volunteer involvement. Simply sign up on the form in your child's classroom. The classroom teacher will contact you to go over your areas of interest. Volunteers are encouraged to call their child's teacher if you have NOT heard from the teacher after a few weeks. This will help ensure we do not accidentally overlook your willingness to get involved!

### **2. Background Check Form**

To ensure the safety and well-being of our students and staff, all potential volunteers to the Mount Horeb Area Schools are required to complete a *Volunteer Background Check Form*. All returning volunteers are also asked to fill out this form and return it to any school office. Only one completed form per volunteer is necessary, even if you volunteer in more than one building. A *Volunteer Background Check Form* is included below or may also be obtained from any school office.

### **School Volunteers**

The complete Mount Horeb Area School District Volunteer Policy (#353.1) is available at each school office or in the Parent Policy Handbook.

The Mount Horeb Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parent status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.



# Mount Horeb Area School District

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**Dr. Wayne R. Anderson, Superintendent**

**Theresa G. Daane**

Director of Student Services

**Jarred Burke**

Director of Curriculum & Instruction

**Scott DeYoung**

Business Manager

Dear Potential Mount Horeb Area School District Volunteer,

Below you will find the form for the Mount Horeb Area School District Volunteer Background Check. All volunteers, new and returning, are asked to complete this form.

Please complete only one form, even if you intend to volunteer in more than one building. Return the form to the building where you think you will do the most volunteering. You will only be contacted if your approval to volunteer is denied.

Please note: If you wish to volunteer at the Early Learning Center (ELC), Primary Center (PC), Intermediate Center (IC), Middle School (MS) or High School (HS), which may have their own volunteer information form, you may need to complete an additional form.

Please contact the building principal with any questions concerning their school's volunteer program or this background check.

Rachael Johnson ELC/PC 437-2400 ext. 6106 or 5103

Ann Fenley IC 437-2400 ext. 4101

Jeff Rasmussen MS 437-2400 ext 3205

Stephanie Spoehr HS 437-2400 ext 2113

Thank you for your work with and for the children of the Mount Horeb Area School District.

MOUNT HOREB AREA SCHOOL DISTRICT  
VOLUNTEER BACKGROUND CHECK INFORMATION

Dear Interested Volunteer,

One of the wonderful things about the Mount Horeb Area School District is the opportunity for community members to participate in the life of the school and contribute to the success of our children's learning. We feel our volunteers are an important and essential part of our schools. Our goal is to provide an experience for the volunteer that is respectful and satisfying. Thank you for annually completing the following information.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last Name First Name Middle Initial

Volunteer Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Student(s) For Whom You Will Volunteer: School	Please Circle Your Student(s)				
_____	ELC	PC	IC	MS	HS
_____	ELC	PC	IC	MS	HS
_____	ELC	PC	IC	MS	HS
_____	ELC	PC	IC	MS	HS

*To ensure the safety and well-being of our students and staff, the Mount Horeb Area School District conducts criminal background checks on all of its employees and volunteers prior to the start of employment or volunteer service. The checks are done through the following websites: <http://offender.doc.state.wi.us/public/> and <http://wcca.wicourts.gov/index.xsl>.*

I authorize the Mount Horeb Area School District to complete a criminal background check on me. I understand that my status as a volunteer is contingent on a satisfactory outcome of this search.

Volunteer's Signature \_\_\_\_\_

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For Office Use Only

APPROVED

NOT APPROVED

Principal's signature \_\_\_\_\_

Date \_\_\_\_\_

