

Volunteer Guidelines



**“Volunteers do
not necessarily
have the time;
they just have
the heart.”**

- Elizabeth Andrew



School District of
BELOIT

Thank You and Welcome

Thank you for your interest in volunteering with the School District of Beloit (SDB). The School District of Beloit embraces and values the work and commitment of our volunteers.

As an SDB Volunteer, you become part of our district family, supporting the success of our students. And although you are not part of the staff, you do share the same responsibilities of keeping students safe. For the benefit of our students, we expect our volunteers to set an example of professionalism, good conduct, and dependability. Volunteers must abide by the School District of Beloit Board Volunteer Policy 353.1 and follow all School District of Beloit Board Policies. Volunteering in our schools is an experience and a privilege for our schools and our volunteers.

As a volunteer, your positive words of encouragement will go a long way in helping students become excited about learning. Please help us build our students' self-confidence by keeping a positive attitude; effort and attentiveness can be as important as performance. We encourage our volunteers to be patient, flexible, encouraging, and seek the help of the classroom teacher or principal if needed. Each year, our many volunteers share that they receive so much more than they give doing what they do as volunteers.

With more than 1,000 volunteers in our schools, our students look forward to our volunteers entering our classrooms and schools. Whether it's a family member volunteering for a field trip; a college student helping in an after-school program; a retired teacher reading to a student; a community member mentoring and tutoring a student; or a community partner providing classroom presentations; each and every volunteer is making a difference in the lives of our students. When students, families, and our community work together to support learning, everyone benefits. We are stronger together than we are a part. #OneBeloit

Please be sure to familiarize yourself with our volunteer guidelines.

Welcome to the School District of Beloit!



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School District of Beloit

Commitment, Mission, and Vision

On behalf of the Board of Education and the School District of Beloit we stand against all forms of systemic and institutional racism. Now more than ever it is necessary for our community's institutions and organizations to commit to be anti-racist. We are proud of the diversity within the School District of Beloit and we acknowledge the challenges and adversity that so many of our families of color are facing. We are always committed to supporting our students, families, and staff.

At the School District of Beloit, we believe in **Diversity** (honoring and respecting our human differences); **Equity** (removing barriers and providing support for individuals to achieve their greatest potential); and **Inclusion** (ensuring each and every one belongs).

Mission:

Committed to excellence and strengthened and enriched by diversity, we prepare each student to compete, contribute, and thrive as an admirable person in a rapidly changing world by engaging students in a wide variety of high quality, relevant programs in partnership with families, schools, and the stateline community.

Vision:

Preparing and inspiring each student to succeed in life and contribute to an ever-changing world.



Ways to Volunteer

There are countless exciting volunteer opportunities within our district to make a difference in the lives of our students. Volunteers can choose the opportunity that most interests them and decide how many hours and days they wish to volunteer.

Volunteers Can:

- Assist in our Library Media Centers.
- Read to students.
- Help with reviewing skills and concepts.
- Chaperone field trips, dances, etc.
- Assist teachers in preparing bulletin boards, copying materials, or organizing activities.
- Teach a craft or hobby, talk about your occupation, share cultural and ethnic background and experiences.
- Coach a sport.
- Act as a mentor.
- Help with clerical needs in the school office.
- Assist in the lunchroom and/or on the playground.
- Help with fundraising efforts.
- Join our school's Family School Organizations.



Volunteer Building Assignments

Our volunteers are able to select the school building they would like to volunteer at. Access as a volunteer at one school building does not allow for access to all our buildings for volunteer purposes.

Volunteer Application Process

The School District of Beloit requires all volunteers to complete a volunteer application and submit to a background check, which can take up to 10 business days after submission of an application. Volunteers must be at least 18 years of age. Please know, all volunteer information is kept confidential at all times.

1

Volunteer Application - Complete and submit the online volunteer form on our website sdb.k12.wi.us/volunteer.

2

InfoMart Form - If you reside in a state other than Wisconsin, or you have lived in the state of Wisconsin for less than 10 years, you must also complete an InfoMart Form. Please download the InfoMart Form on our website, and email it to volunteer@sdb.k12.wi.us or drop it off at the Kolak Education Center at 1500 Fourth Street.

3

Background Check - The safety and well-being of our students, staff, and volunteers is our number one priority. Therefore, the district will conduct criminal background checks on all volunteers who work directly with and/or have access to students. Background checks will be conducted prior to volunteering. The district reserves the right to conduct additional background checks every three years thereafter.

A background check is good for three school years from the date of processing. You may contact the volunteer coordinator to verify the date of expiration. Our district reserves the right to conduct additional background checks prior to the three-year expiration.

4

Approval/Denial Notice - You will receive an email from volunteer@sdb.k12.wi.us regarding your volunteer application approval or denial.

"Volunteerism is the voice of the people put into action. These actions shape and mold the present into a future of which we can all be proud."

– Helen Dyer

Volunteer Guidelines

Please help us keep our volunteer program running smoothly and safely by following these guidelines:

- **Sign-in** at the office when you arrive at school. Volunteers are asked to sign-in and provide appropriate ID each time they volunteer. For security reasons, and in case of emergency, it is important for staff to know who is in our schools and why.
- **Wear your volunteer badge** at all times while you are volunteering.
- **Sign-out** at the office when you leave. Again, for security reasons, and in case of emergency, it is important for staff to know who leaves our buildings.

Confidentiality of Student and Pupil Records

Federal and state law requires the School District of Beloit to protect the privacy of students and pupil records. The Family Education Rights Privacy Act (FERPA) is the federal law designed to protect the privacy of parents and students in educational institutions that receive federal funds. Wisconsin State Statute §118.125 is the state law that requires that all pupil records maintained by a public

school be confidential except as provided in the statute.

As a volunteer in our district, you may interact with students and have incidental access to information about a child's school performance and behavior. This information could constitute an educational or pupil record that is required under law to be treated confidentially. You may not share information about a student even with others who may be genuinely interested in the student's welfare, such as a student's neighbor, scout leader, etc. Should someone ask you about your volunteer work, please share that you enjoy working with children and discuss the activities you do rather than specific information about a child, the teacher, or the school. You must refer all other inquiries to the student's teacher or principal.

Unauthorized disclosure of confidential information by a volunteer who has access to student information by any means may result in the revocation of an individual's



ability to volunteer with our district. It is imperative that any disclosure or use of student be limited to approved, authorized use. If you believe you have impermissibly disclosed an educational record, notify the principal immediately.

Use of Drugs, Alcohol, Tobacco

The use of drugs, alcohol, tobacco, and alternative tobacco products are strictly prohibited in our school buildings and on our school grounds. A volunteer shall not report to any school building or school event under the influence of alcohol or illegal drugs.

Reporting of Suspected Child Abuse

Volunteers should report any suspected child abuse or neglect. If a volunteer has reason to believe that a child has been subject to abuse or maltreatment, they must report it immediately to the teacher or school principal.

Professional Adult/Student Boundaries and Anti-Harassment Policies

The School District of Beloit Board of Education is committed to a work environment free of harassment. The Board will not tolerate any form of harassment and will take necessary and appropriate action to eliminate it. For more information, please access School Board Policy 522.3 and School Board Policy 528. Our school district prohibits any form of harassment and violence and asks that you report such behavior to the building administration immediately.

Cell Phones

In order to provide an optimal environment for learning, cell phones must be turned off while in or near classrooms, lunch rooms, playgrounds, and our media centers.

Restrooms

Volunteers are not permitted to use student restrooms under any circumstances. Staff restrooms are located in the school offices, and are available to volunteers.

Younger Children of Volunteers

Volunteers may not bring children with them to school when volunteering.

Please be advised that volunteers may not:

- substitute for a member of our school staff;
- present themselves as a district employee;
- establish instructional objectives or lesson plans;
- impose, administer, or enforce student discipline;
- give medication; or
- access confidential student records.

Violation of Volunteer Guidelines

Our highest priority is ensuring a safe, positive learning environment for our students, staff, and volunteers. Volunteer guidelines are established for the benefit of our students, staff, and volunteers. Volunteers that violate our Volunteer Guidelines will result in a sanction that can range between a required conversation with the building administration and/or removal of volunteer access for a period of time. Violations may jeopardize future volunteer privileges.

Communication and Feedback

To ensure the continued success of our volunteer program and volunteers, we believe it is important to maintain ongoing communication between volunteers and our district. We encourage you to share your thoughts, ideas, and feedback regarding our program and your volunteer experience with our district. Please share your feedback by scanning the Flowcode and completing the survey.



"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

– Maya Angelou



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www.sdb.k12.wi.us



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