

A Little Time – A BIG Difference



Volunteer Handbook 2016-2017

Staff Support **New Volunteer** In-Person Training Dates:
(new volunteers must attend one meeting)

Aug. 17-LMC-9 am

Aug. 30-LMC-3:30 pm (before Open House)

Returning Staff Support volunteers can view Ms. Santharam's podcast at: (link will be sent to all returning volunteers before school begins.)

Richmond School District Volunteer Handbook

VISION

Through partnerships with families, community members, students, and fellow educators, Richmond School District will be recognized for its *academic excellence* by developing the whole student to become a life-long learner.

BELIEFS

At Richmond School we believe...

- * *That Students Come First*
- * *In Mutual Trust and Respect*
- * *In Working Together*
- * *In Pursuit of Excellence*

POLICIES AND PROCEDURES

A variety of policies and procedures govern the work of the school district. To the extent possible and pertinent to this program, they are fully described in this handbook. Please note that beginning this year, ALL parent volunteers are required to have a Background Check form on file before any volunteer duties may begin.

If questions remain, do not hesitate to contact the Volunteer Program Coordinator, Jane Vetter at (262) 538-1360, jvetter@richmond.k12.wi.us or a school administrator: gsantha@richmond.k12.wi.us or jweiss@richmond.k12.wi.us.

Volunteering At Richmond

A Little Time—A Big Difference!

Program Overview

There are many ways to make a difference in the lives of children at Richmond School and Richmond values and embraces community and parent involvement. We hope you will consider one of the following ways to give a “little time for a big difference” for children at Richmond.

Please go to the website for an interest form: <http://www.richmond.k12.wi.us/>

Staff Support Team Volunteers - Mandatory training and background check required each year.

If you would like to volunteer on a regular basis at a specific time in a specific area then this program is for you! These volunteers receive training and are assigned regular weekly, bi-weekly, or monthly duties.

Examples include: student tutoring, health room work, working in classrooms, or LMC help.

- Volunteers who are new to Richmond must attend one of the in-person training sessions. The dates are Wednesday, Aug. 17 at 9 am and Tuesday, Aug. 30 at 3:30 pm. Be sure to sign in at the training session so your attendance can be recorded.
- Returning Richmond volunteers may view Ms. Santharam's podcast and return the podcast verification sheet. Please follow the link, listen to the podcast, complete the forms found in this handbook and return them to the office. The podcast link will be emailed before school begins.

On Call/As Needed Volunteers -Background check required each year.

Can't make a commitment to a scheduled volunteer activity? Consider signing up for the On Call/As Needed list. This group of volunteers assists with opportunities that come up during the school year that require a brief time commitment. Examples include: providing snacks for faculty meetings, putting together the student directory, helping at picture day, and assisting at kindergarten screening.

PTOBC Volunteers -Background check required each year.

Organizations such as the PTO and Booster Club are vital to Richmond School. They sponsor events and raise money for large and small projects. To get involved in committee work, contact officers from the PTO, Booster Club, or the school administration.

Please fill out the PTO/BC Volunteer Form and the background check form included in this handbook and return them to the school office.

Time With Your Child -Background check required each year.

Want to chaperone a field trip from time to time, help at a holiday party, or be involved in a school activity/event with your child? Requests for assistance come home throughout the year from classroom Room Parents and teachers.

VOLUNTEER CATEGORIES

1. Staff Support Team Volunteers-mandatory training and background check required each year

If you would like to volunteer on a regular basis, at a specific time, in a specific area, then this program is for you! These volunteers must attend a mandatory training session or listen to the podcast and are assigned regular weekly or biweekly duties. These volunteers will also need to complete the application and provide information for background checks. The following volunteer opportunities have been identified for "Staff Support Team" volunteers. Additional opportunities will grow as the volunteer program develops and expands.

Classroom Support <ul style="list-style-type: none"> ⇒ Creating bulletin boards ⇒ Supporting Writer's Workshop ⇒ Helping students in Centers ⇒ Assisting with special projects ⇒ Monitoring study halls 	Library Media Center (LMC) Support <ul style="list-style-type: none"> ⇒ Reshelve books ⇒ Organize and dust bookshelves ⇒ Clean tables, computers, and keyboards ⇒ Help change posters or wall displays ⇒ Sharpen pencils ⇒ Straighten up tables, chairs, and floor
Teacher Work Room Support	Senior Citizen Tax Exchange Program (STEP)
United for Reading Success Program Tutoring (URS)	Publishing Center Support
Computer Lab Assistance	School Office Assistance
Health Room Assistance	

2. On Call/As Needed Volunteers-Background check required each year

Can't make a commitment to a scheduled volunteer activity? Consider signing up for the On Call/As Needed list. This group of volunteers assists with opportunities that come up during the school year that require a brief time commitment. Examples include: providing snacks for monthly faculty meetings, putting together the student directory, helping at picture day, and assisting at kindergarten screening. These volunteers will also need to complete an application and provide information for background checks.

3. PTOBC Volunteers-Background check required each year

The PTO/Booster Club is vital to Richmond School. It sponsors events and raises money for large and small projects. Examples of this type of volunteer opportunity include: coordinating the Room Parent Program, family events such as Movie Night, Staff Appreciation week, and running the concession stand at athletic tournaments.

To get involved in this type of volunteering, contact officers from the PTO/Booster Club or fill out and return the PTO/BC volunteer form included in this handbook. These volunteers will need to complete the PTOBC application and provide information for background checks.

4. Time With Your Child-Background check required each year

Want to chaperone a field trip from time to time, help at a holiday party, or be involved in a school activity/event with your child? Contact your classroom Room Parent or teacher. These volunteers will also need to complete an application and provide information for background checks.

TIPS/GUIDELINES FOR ALL VOLUNTEERS

ROLE OF VOLUNTEERS

Volunteers will assist in a variety of tasks that support effective instructional services. Some will work directly with students; others may perform tasks of a more clerical nature. Please note that volunteers should not be grading any student work. All volunteer services will be performed under the support and supervision of Richmond staff.

Since volunteers function in a supportive role, any situation requiring professional judgment, such as disciplining a student, should be referred to the appropriate supervisor. Volunteers who work one-on-one or in small groups may also find themselves in situations where children disclose confidential information. If a volunteer is ever suspicious that a child may be neglected or subjected to abuse, or if a child shares sensitive information that is of concern, volunteers must report the information to the supervisor/teacher or administration.

CONFIDENTIALITY

All categories of volunteers must adhere to the same "code of ethics" expected of all school personnel. Wisconsin State guidelines require that all student records and student personnel matters be kept confidential. Volunteers will also be expected to maintain strict confidentiality about the behavior and academic development of students. Volunteers may be exposed to information about family situations, student development, or disciplinary problems. This information must always be treated with extreme confidentiality. If ever asked to comment about a particular student or circumstance, the correct response is, "I'm not at liberty to discuss that." Other issues related to school situations, staff, and administration should also be regarded as confidential. For example, it would not be appropriate to offer your opinion on which third grade teacher would be the best match for your neighbor's child. Instead, refer the neighbor to discuss this with the child's teacher or other appropriate school officials. Our motto is to support each other publicly, while retaining the responsibility to problem solve in private. Breach of confidentiality will result in immediate removal from the program for the remainder of the year.

SIGN IN

All volunteers are responsible for signing-in on the visitor's sheet in the main office. Volunteer badges are also available and must be worn at all times while in the building.

SIBLINGS

Younger siblings are welcome at many school events but should not accompany parents when they are volunteering.

REPORTING ACCIDENTS AND INJURIES

All volunteers shall immediately report any accident or injury occurring upon school property to his/her immediate supervisor. Each classroom will have an "Allergy" binder. Please familiarize yourself with the binder.

DRILLS FOR EMERGENCIES

All volunteers will be instructed on proper emergency drill techniques for the school. Volunteers must adhere to all emergency drills that may occur during their volunteer time. Please be sure to discuss these drills with your assigned supervisor.

- Tornado Alert
 - Drill signal - announcement over the intercom stating this is a DRILL.
 - Actual Signal - announcement over the intercom stating this is a **tornado alert, not a drill**. Report to the assigned areas. If the intercom is inoperative, the message will be delivered in person to each room.

- Lockdown Procedures
 - Lockdown procedures begin at Richmond School with a Public Address (P.A.) announcement. Upon this announcement, teachers are to lock their classroom doors, turn off lights, and seat students on the floor in the safest area of the room away from doors and windows. Do not use radios, cell phones, or televisions.

- Fire Drill
 - At the sound of the fire alarm, teachers will inform their students to get into single file and evacuate the classroom to the designated areas.

EMERGENCY CLOSINGS

Milwaukee area radio and TV stations as well as Richmond's SchoolMessenger parent notification system will relay announcements regarding school closings. Richmond School is closed when Arrowhead Area Schools close.

INFECTION CONTROL GUIDELINES

No setting, including a school environment, is totally risk free. Adherence to the following procedures, however, will optimize volunteer, staff, and student safety from the transmission of infectious disease:

- Handwashing before and after working with students.
- Using plastic gloves in the presence of blood or any other bodily fluid of another person (know where plastic gloves are available).

TIPS/GUIDELINES FOR "STAFF SUPPORT TEAM" VOLUNTEERS

TRAINING - Volunteers

Volunteers will be trained as appropriate for the tasks they are to perform. This year's in-person trainings for new volunteers will be facilitated by Ms. Santharam and held at Richmond School. New volunteers will attend one of the scheduled training sessions and sign and return a form indicating the date completed. Returning volunteers may listen to Ms. Santharam's podcast and sign and return a form indicating the date completed. Additional training via the assigned staff member/teacher may also occur. Topics covered in the orientation sessions will include:

- **School policies and procedures, including emergency procedures**
- **Guidelines for working with children**
- **Instructional tips**
- **"Confidentiality" and how to handle sensitive matters with students and/or other parents**
- **Parameters for working in classrooms**
 - Volunteers will work in classrooms to enhance the classroom learning environment.
 - Volunteers are asked to commit to a regular schedule (weekly, biweekly, or monthly, etc.). Children need consistency. "Drop in" volunteering in classrooms would not serve children's needs.
 - Volunteers will notify the classroom teacher directly 24 hours in advance (if possible) if they are unable to make a scheduled commitment. Teachers will make every effort to do the same if there is a special school event that will alter the schedule.
 - Volunteers will meet with the teacher before volunteering to learn expectations and understand the assignment.
 - Volunteers will act under the direction of the classroom teacher who will recommend the number of needed volunteers and will create the weekly or bi-weekly schedule.
 - The importance of confidentiality cannot be overstressed. Any breach of confidentiality means immediate removal from volunteering within school walls (examples of confidential situations will be covered in training sessions).
 - Room parents will still be responsible for planning special events and classroom parties.
- **Additional parameters for working in your own child's classroom**
 - Volunteers work with all children as assigned. The "mom/dad" role is not appropriate for the classroom. Volunteers should discuss this with their child(ren) upfront, so they understand that mom/dad is helping everyone when they come to the classroom.

PLACEMENT

Staff Support Team volunteers will be matched as best as possible with their interests and talents and school/teacher needs.

ATTENDANCE/REPORTING ILLNESS

As students and teachers count on Staff Support Team volunteers to assist at prescheduled times, volunteers need to arrive on time and let the office know of unexpected delays. Advance notice of cancellation is appreciated so substitutes can be secured. Teachers are also expected to notify volunteers when their services are not needed.

RENEWAL PERIOD

Staff Support Team volunteers are asked to make a minimum commitment of one semester, with the understanding that family circumstances and school schedules and needs can change at any point in time. In the fall of each year, all volunteers will be asked to renew their interest in continuing by reapplying.

**TIPS/GUIDELINES
FOR ALL VOLUNTEERS**

CONFIDENTIALITY STATEMENT

All volunteers will be asked to sign a confidentiality statement that will be kept on file in the office.

BACKGROUND CHECKS

Background checks will be conducted on all volunteers.

EVALUATION

The administration/program coordinator will periodically speak with volunteers and supervisors to evaluate the program, identify concerns, and identify means of improvement. Please feel free to bring comments and/or suggestions to the attention of your immediate supervisor, program coordinator, or administration.

ATTENDANCE/REPORTING ILLNESS

As students and teachers count on volunteers, please plan to arrive on time and let the office know of unexpected delays. Advance notice of cancellation is appreciated so substitutes can be secured, if needed.

RENEWAL PERIOD

In the fall of each year, all volunteers will be asked to renew their interest in continuing by reapplying.

(When completed, please return this form to the school office.)

Richmond School
Volunteer Application
2016/2017 School Year
A Little Time - A Big Difference

Last Name _____ First Name _____

Child(ren)'s Name(s) & Grade(s) _____

Phone #1 _____ Phone #2 _____

E-mail _____

Volunteering Options: (please check all that apply)

Option #1 Staff Support Team Volunteers

Mandatory training and background check required each year

<i>First-Time Richmond Volunteer Training</i>	<i>Returning Volunteer Training</i>
<i>Staff Support Team training sessions for all new Richmond volunteers will be held in the LMC on August 17 at 9 am and August 30 at 3:30 pm (right before Open House).</i>	<i>Staff Support Team training for returning Richmond volunteers will be by podcast. (The podcast link will be sent before school begins.)</i>
<i>Attend one of the sessions</i>	<i>Sign, date, and return the Podcast Verification form with your other volunteer forms.</i>
<i>Sign in on the attendance sheet</i>	

If you would like to volunteer on a regular basis, at a specific time, in a specific area, then this program is for you! These volunteers receive training and are assigned regular duties. These volunteers will also need to complete a brief application and provide information for background checks.

- Volunteer in my child's classroom
- Volunteer in any classroom
- United for Reading Success - read with 1st and 2nd graders.
- Student Tutoring - tutor in various academic areas.
- Health Room Aide - supervise health room and assist nurse.
- Workroom - make copies, laminate, and other tasks.
- Library Help - shelve books and assist students with resources.
- Kindergarten Centers - help direct children in the classroom.

(When completed, please return this form to the school office.)

Option #2 On Call/As Needed Volunteers

Background Check Needed

This group of volunteers assists with opportunities that come up during the school year that require a brief time commitment.

- Baking - as needed throughout the year.
- Student Directory - collate and assemble directory in September.
- Picture Day - help students get ready for pictures.
- Scholastic Book Fair - help students choose and purchase books; help set-up and take-down displays.
- Lost and Found - help organize lost and found carts; return labeled items
- Science Fair - setting up and taking down tables and chairs.
- Kindergarten Screening - help students and parents during screening process.
- Games Day - hand out water and help at first aid station.
- All School Activity Days (Fine Arts Day, Health Fair) - assist and direct children.
- Summer Help - assembling registration packets/working registration.
- At Home Work - cutting, pasting, or collating to assist teachers.
- Not Sure - please call me as things come up.

Option #3 Committee Volunteers

Background Check Needed

Please see separate PTO/BC Volunteer Form included in this handbook. You may return your completed form to one of the PTOBC officers or drop it off in the office.

Contact PTO/Booster Club Officers if you have any questions.

Option #4 Time With Your Child

Background Check Needed

These opportunities are organized through the room parent or teacher.

- Field Trip Chaperone
- Help with holiday parties
- Help with special school events

Thank You for volunteering!

Volunteer positions will be communicated through e-mail and on the Richmond website. Training for applicable volunteers will be held before the beginning of the school year. In the meantime, if you have any questions or concerns, please contact me:

Jane Vetter, Volunteer Coordinator - Richmond School
(262)538-1360 OR jvetter@richmond.k12.wi.us



Richmond PTOBC VOLUNTEER Form

It's our #1 goal!

We'd like to make sure that every parent who'd like to get involved can do so.

The PTOBC needs parent volunteers like you! If you'd like to help out as a volunteer, simply fill out this form and return it to school. Please indicate what areas you'd like to help with, and we'll be in touch with you.

NAME: _____ EMAIL: _____

KID(S) IN GRADE(S): _____ PHONE: _____

- Room Parent / Class Liaison for Grade(s): _____
- Boosterthon Fun Run (help distribute water/mark laps/count money, etc)
- Holiday Movie Night (help plan and/or supervise event)
- Family Bingo Night (help plan and/or supervise event)
- 5th/6th Grade Lock-In (help plan and/or supervise event)
- Spring Golf Outing (help plan event activities)
- Staff Appreciation Week (Donate food items for event)
- Admin (copies and distribution) (once or twice a month)
- Event decorating and cleanup
- Willing to help as needed

*Volunteers must have a background check form on file

-----Questions? Contact A Board Member-----

Melissa Radtke
Co-President
radtke.melissa@gmail.com
414-899-8600

Hilarie Tuerk
Co-President
hilarie.tuerk@gmail.com
414-688-0581

Kim Jones
Treasurer
kimajones3@gmail.com
262-695-1128

Ericka Weber
Secretary
eweber1216@gmail.com
262-442-3064

Sarah Giffin
Booster Club
sarahgiffin06@yahoo.com
262-443-7575

PTOBC Volunteer Opportunities

Volunteering is a great way to become familiar with your child's school, to help out where needed, and to meet other parent volunteers. Look at the list below to see where you can make a difference.

Room Parent (School Year 2016-2017)

Assist classroom teachers with planning and execution of special events and celebrations throughout the year. This will require coordinating volunteers, class fund donations, purchasing supplies and assisting with crafts and other event activities.

Boosterthon Fun Run (October 19; week of October 24)

Help distribute water and mark laps on the day of the fun run. Volunteers will also be needed to help count money the week following the event. You may choose to help with both or either, please specify.

Holiday Movie Night (late November-early December)

Assist in planning, promotion, setup/cleanup of this evening of family fun. (This is not a drop off event - children must be accompanied by an adult. Open to Richmond families only.)

Family Bingo Night (February)

Assist in planning, setup/cleanup of this evening event. (This is not a drop off event - children must be accompanied by an adult. Open to Richmond families only.)

5th/6th Grade Lock-In (March)

Assist in planning, setup/cleanup and/or supervising a 2-hour lock-in at Richmond for the 5th and 6th grade students. Students will be able to participate in a variety of activities while being supervised. (This is a drop-off event.)

Staff Appreciation Week (May)

Volunteers are needed to bake, set up/clean up or help organize this special week in May to recognize and acknowledge the dedication of our wonderful Richmond Teachers & Staff.

Golf Outing (June)

Assist in planning, running of this evening event. (This is an adults only, off-site event.)

Administration/Copying (Once or Twice a Month)

We need help with making copies on the copy machine & sorting forms for various events we are having during the year.



Volunteer Availability

(Return to the office)

Name (please print) _____

Please indicate the day(s) and time you are available.

Day(s) Available	From	Until
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

(When completed, please return this form to the school office.)



For Returning Volunteers Only!

Podcast Training Form

By signing this form, I indicate that I listened to and agree to abide by the guidelines stated in the Richmond School District Volunteer Training Podcast and handbook.

Name (please print) _____

Date of Podcast viewing _____

Signature _____

(When completed, please return this form to the school office.)

(When completed, please return this form to the school office.)

Volunteer Confidentiality Commitment

Thank you for your willingness to serve as a school volunteer. Confidentiality and student safety are paramount within Richmond School District for staff and volunteers. As a volunteer in Richmond School, you are requested to be aware of and agree to the required expectations and responsibilities on confidentiality and safety, which are consistent with those for all district employees.

All Volunteers are expected to comply with the following:

Confidentiality

- Maintain strict confidence about students and staff. This includes health issues, academic performance and behavior, school problems, and student records in any form. The access to records by a volunteer shall be limited to legitimate educational interests particular to the duty performed and under the supervision of a district employee acting as the volunteer's supervisor.
- Refrain from discussing school practices, individual students and personnel, or personal opinions regarding all children, adults, and situations observed while volunteering unless there is a legitimate educational interest to protect the safety interests of individuals in the school. If you have a specific concern, discuss it with the administration.

Safety

- Sign in and wear a designated volunteer badge when working in Richmond School.
- Be alert to individuals who you do not recognize within the building and who are not wearing a name badge. Please ensure that they return to the office to register appropriately.



Yes, I have read the above guidelines and agree to follow the confidentiality and safety expectations and responsibilities as a volunteer within Richmond School District. I understand that any breach of confidentiality could result in dismissal from the Volunteer Program.

Volunteer's Printed Name: _____

Volunteer's Signature: _____ Date: _____

Please sign and return to Richmond School office.

CONVICTION INFORMATION

1. Conviction Information	Date of Conviction	Court of Conviction
City	Amount of Fine (if Any)	Length of Incarceration (if Any)
Remarks	Length and Terms of Probation	
2. Conviction Information	Date of Conviction	Court of Conviction
City	Amount of Fine (if Any)	Length of Incarceration (if Any)
Remarks	Length and Terms of Probation	

*Conviction means the final judgment of a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere, 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.

I authorize the Richmond School District and/or the Wisconsin Department of Justice, to investigate all statements contained in my application for volunteer opportunities with the District and retrieve information relating to my past activities for purposes of such investigation from all relevant individuals and organizations, including but not limited to personnel, educational institutions, government agencies, companies, and law enforcement agencies, and consumer reporting agencies, to supply any and all information concerning my background and credit worthiness, and release the same from any liability resulting in providing such information. The information received may include, but is not limited to, employment, academic, residential, motor vehicle, consumer credit, and criminal records. I understand that I have the right to request additional information about these inquiries and any subsequent reference reports. This additional information will be provided to me upon written request to Wisconsin Department of Justice.

I understand that by furnishing my birth date above, the Richmond School District and/or Wisconsin Department of Justice, are using that information for the sole purpose of verifying identification as part of the criminal records check and the birth date is not part of my application for volunteering opportunities. I release all parties for all liability for any damage that may result from furnishing information, including this

disclosure of my date of birth and this authorization to the Richmond School District and/or Wisconsin Department of Justice.

I authorize that a photocopy or fax of this authorization be accepted with the same authority as the original; and that this authorization be in effect throughout my candidacy for volunteer opportunities and, if accepted as a volunteer by the Richmond School District, this authorization remain in effect throughout my tenure as a volunteer.

I certify that the facts set forth in this application are true and complete, and I authorize investigation of the statements I have made.

I release from any and all liability all representatives of Richmond School District for their acts performed in good faith and without malice in connection with evaluating my application, credentials, and qualifications. I further authorize any party having information bearing upon my qualifications for employment or volunteering to release such information to Richmond School District. I also release from any and all liability all individuals and organizations who provide information to Richmond School District in good faith and without malice concerning my employment competencies, ethics, character, and other qualifications, including other privileged or confidential information.

I understand that any false statements or omissions concerning requested information on this application shall be a sufficient basis for denial of employment or summary dismissal. I also understand that my employment at Richmond School District may be contingent upon the satisfactory completion of any or all of the following: criminal background check, caregiver background check, and/or investigation of my work record and references.

Signature of Applicant

Date

(When completed, please return this form to the school office.)