

-Volunteer Guidelines-

School District of West Salem Mission:

Serve with Passion to Ignite Creativity, Innovation and Excellence

School District of West Salem Vision:

The School District of West Salem is an integral community function providing leadership through service to students, families, staff and the community. Creativity and innovation are hallmarks of the district's approach to achieving excellence.

The school district provides innovative programming focused on the personal growth and development of each child. The programming is delivered in small classes by high quality, passionate, dedicated staff members who model integrity and excellence. The staff is committed to facilitating a challenging and relevant curriculum that promotes creativity, a passion for learning and a desire for excellence.

The school district maintains clean, safe, efficient and welcoming learning facilities, well equipped for current and future demands. Business operations are founded upon a commitment to good stewardship of resources and transparent communication with parents and community members.

Application/Approval Process:

All volunteers for the School District of West Salem must submit a completed Volunteer Application (available at all schools and the District website) to the building's office in which the volunteer is first serving, prior to service at that building. Once the Application form has been submitted and appropriate checks have been made, every effort will be made to offer you a volunteer assignment in the District.

Procedures and Responsibilities:

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and school staff. The following guidelines are important to the overall success of the volunteer program:

- 1. Be Prompt** - This lets the students know they are important to you and allows staff to maintain schedules. If you must be late, please notify the school as soon as possible.
- 2. Sign In** - All visitors to the building are required to stop in the main office to sign in and receive a visitor/volunteer badge for the day. Please return the badge when you leave the building.
- 3. Confidentiality** - This cannot be expressed strongly enough. You are responsible for maintaining confidentiality regarding information seen and/or heard while working as a volunteer. Names of students, teachers and staff, their actions and abilities are never appropriate topics for discussion

outside of school.

4. Dependability - The staff you work with will depend on you to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the teacher as soon as you discover a change in your plans.

Volunteers may be asked to:

- Read to students; listen to students read
- Help students who have been absent make-up missed work
- Assist in health screenings (hearing, vision)
- Tutor
- Chaperone field trips or walking tours
- Copy materials, prepare bulletin board materials, prepare booklets
- Prepare refreshments for classes and special events
- Help with after-school activities
- Help in the LMC/Library, computer labs, and playgrounds
- Share an interest or hobby, a place you have visited or lived, with the students
- Assist with co-curricular activities and support groups
- Assist with learning center activities
- Help with arts and crafts

Volunteers will not:

- Administer discipline - If you have concerns about anything you see in the building, speak to the teacher or the building principal.
- Interrogate students or investigate problems - Please report any problems to a staff member or the building principal.
- Administer medications.
- Clean up bodily fluids - The custodial staff has been trained and is responsible for cleaning and decontamination of blood and body fluids. On field trips, an incident involving blood and body fluids must be reported to the supervising school staff.
- Teach - but may reinforce skills taught by District staff.
- For safety reasons, younger siblings cannot be brought to school while volunteering.

Student Code of Conduct:

Elementary School

Be Safe
Be Responsible
Be Respectful

Middle School

Practice Kindness
Act Respectfully
Work Hard

High School

Practice Excellence
Act Respectfully
With Integrity

It is each student and staff member's right to attend school in a positive, safe and respectful environment, which fosters growth and learning.

Because leading by example is important to our District and the children you will be working with, the same code of conduct is also expected of our visitors and volunteers.

As a volunteer :

- You receive no payment or stipend
- You are not eligible for any benefits
- You will familiarize yourself with District policies and procedures
- You will be included in standard insurance liability of the District
- Non-staff chaperone trip costs will be paid by the chaperone
- Non-staff chaperone tickets or admissions will be paid by the chaperone, unless free ones are provided.

District Building Info & Contacts

District Office - Ryan Rieber, Superintendent
405 East Hamlin St.
West Salem, WI 54669
(608) 786-0700

West Salem Elementary - Alex Hubing, Principal & Charlie Alexander, Associate Principal
475 North Mark St.
West Salem, WI 54669
(608) 786-1662

West Salem Middle - Ben Wopat, Principal & Amanda Beld, Associate Principal
440 East Ave.
West Salem, WI 54669
(608) 786-2090

West Salem High - Mike Malott, Principal & Justin Jehn, Associate Principal
490 North Mark St.
West Salem, WI 54669
(608) 786-1220