

District No. 882

Volunteer Training Program

District Goals

- **Vision:** The Monticello School District provides exemplary education programs in a fiscally responsible manner to achieve excellence in the learning experience.
- **Student Achievement:** Increase student achievement in academics, athletics and activities.
- **Community Relationships:** Enhance community partnerships
- **Resource Management:** Maximize effective use of infrastructure, buildings and grounds.
- **Climate and Safety:** Provide a safe and welcoming environment.
- **Fiscal Stability:** Achieve fiscal stability.
- **Employee Excellence:** Create an environment in which all staff can reach their full potential.

Volunteers are valued & welcomed!

- Throughout the district hundreds of volunteer positions have evolved over the history of the school district.
- These positions bring extreme value to the district, the schools, and most importantly the students.
- We would like to take this opportunity to welcome you to our schools and thank you for your commitment to excellence.

Volunteer positions within the district:

- Volunteers can be seen throughout the district. Listed below are many of the opportunities that you could experience in one of our schools.
- Front-door greeters, Destination Imagination Coach, Playground Programs, Field Trip Chaperone, Student Academic Programs, Junior Great Book Teacher, Activity Night/Dance Chaperone, Classroom Guest, Guest Reader/Presenter, Book Fair, Track and Field Worker, Fitness Tester or Field Day Worker, and many additional opportunities.

Background Checks for Volunteers

- The safety of our students is a primary concern for the Monticello School District. Therefore, beginning with the 2010-11 school year, we will require criminal background checks for individuals who volunteer in our schools. Current volunteers, new volunteers, and chaperones will be required to undergo a background check once every four years.

Background Check Fee

- Every District No. 882 Employee, Student-teacher, Volunteer, and Coach must go through our Orange Tree Company background check screening process.
- The cost of the criminal background check is \$15.00 and is due when the volunteer application is submitted. It may take up to one week to get results. Please make checks out to District No. 882.
- Forms and additional information are available in each building. Please contact a Building Principal.

Background Check and Training

- In addition to the back ground check, we would like to provide training to Volunteers.
- All District Employees (certified, non-certified, and coaches) must go through a similar training process every year.
- **Volunteer programs often fail because volunteers do not receive the proper training. We want you to be successful and your experience to be positive.**

5 Important Things to Consider as a Volunteer

- 1. Being a volunteer is a tricky role, but one that can bring great rewards. Please understand that we have paid professionals in the buildings hired to do a specific job. We trust these individuals very much. Volunteer positions are created to welcome community members into our buildings, offer students unique opportunities, and assist programs to make them even better.**

5 Important Things to Consider as a Volunteer

- 2. As a volunteer, you can verbally redirect students who are making poor choices. You can remind students to be respectful and follow the school rules. You may encourage students to make better choices.**

5 Important Things to Consider as a Volunteer

- 3. If you witness student(s) disrespect themselves, property, or others, they should be reported to a district employee.**

5 Important Things to Consider as a Volunteer

- 4. Volunteers should dress appropriately, use appropriate language, and be a positive role model for our students. When volunteering in any capacity, your cell phones must be turned off. Volunteers should not use any tobacco product while volunteering or on school grounds. Using alcohol before or during a volunteer position is absolutely prohibited. Alcohol products are not allowed on school grounds at any time.**

5 Important Things to Consider as a Volunteer

5. Data privacy – In the public school system, we have strict data privacy policies. If you have concerns with a student, you hear something, or you see something that needs to be reported, please see a District Staff Member or Building Principal right away. Schools are Mandated Reporters. All information that is considered private (test/assignment scores, student's school abilities, private information shared by a student) should all be kept at the school! You may not share or discuss this private information with anyone outside of school.

Mandated reporters

- A “Mandated Reporter” means any school personnel who knows or has reason to believe that a child is being neglected, or a child has been physically or sexual abused.
- Volunteers should take any information that falls under neglect or abuse to their Direct Supervisor or Building Principal immediately! Additional information on Mandated Reporting, Child Neglect, and Physical or Sexual Abuse can be found in the District Policy No. 414.
- Immediately means as soon as possible. As a mandated reporter, we have 24 hours to file such information with County Officials.

Thank you for getting involved!

- “It takes a village to raise a child” (African Proverb).
- “Coming together is a beginning; keeping together is progress; working together is success” (Henry Ford).
- “Teamwork is the fuel that allows common people to attain uncommon results” (Andrew Carnegie).
- “Individual commitment to a group effort — that is what makes a team work, a company work, and a civilization work” (Vince Lombardi).

I viewed the Power Point presentation from the Monticello School District
regarding volunteers in the schools on _____ and understand what
(date)
is expected of me if I serve in such a capacity. _____

Printed Name

Signature

Date