

Heritage Volunteer Guidelines

2021-2022

“The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others.”

Your assistance is highly valued and we appreciate your dedication to helping within the classroom!

We ask that each volunteer review and comply with the [COVID-19 protocols and procedures](#) for the school year.

Confidentiality is a MUST and will be expected of all volunteers.

All volunteers must have a background check on file. This does take 4-5 days to process, so please make sure you fill it out before your first volunteer assignment. You can do this at this [link](#).

Volunteer Guidelines:

Volunteers are asked to wear a district approved face mask at all times while in the building. Masks may be removed while outside on school grounds. There are no exceptions to these guidelines. We appreciate your cooperation.

Your time and commitment are extremely important to us. Thank you for helping us to maintain our safety protocols in our classrooms. If you have additional questions, please reach out to our Heritage Office.

Volunteer Check-in & Check-out

- All volunteers must have a completed background check.
<https://www.waunakee.k12.wi.us/families/volunteering.cfm>
- All volunteers must enter door #1 and check into the office using the Raptor System. Please make sure you have a Personal ID with you so that you can receive a visitor badge.
- At the conclusion of the volunteer time, all volunteers **must** exit through the office, check out of Raptor, & then exit out door #1 to verify that you are no longer on campus.

Setting up Classroom Volunteer Opportunities

- Please work with your classroom teacher to set up volunteer opportunities within their classroom. This may be on a rotating basis (weekly, bi-weekly, monthly) depending on the quantity of volunteers offering to help.
- Please know you may not always be working with your own child. If your child struggles with your presence in the classroom, or leaving the classroom, we may ask that your volunteering be delayed while we help your child work through the situation.
- While volunteering, please help to encourage classroom and Heritage objectives of: Kind, Respectful and Responsible.

Recess/Lunch Volunteer Opportunities

Recess Supervision

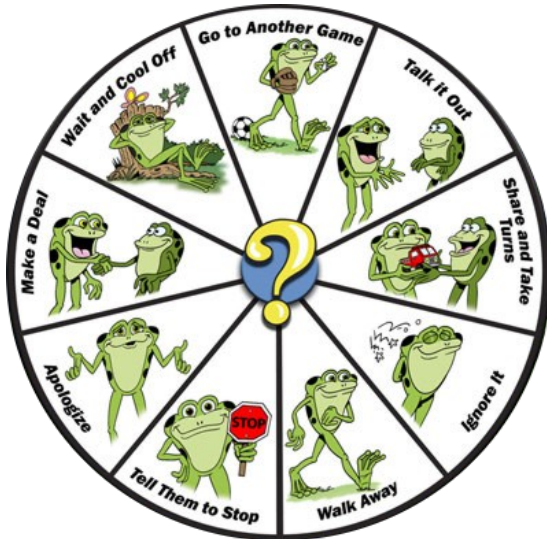
1. Door access badge (purple badge) will be given to the volunteer when signing in - it **MUST** be turned in before leaving.
 - a. Let students into the building to use the restroom
 - b. Students must put on their mask prior to entering the building
 - c. Monitor the number of students entering to use the bathroom
2. General recess supervision
 - i. Support student participation and play
 - ii. You are encouraged to participate in play with the students

Student Behavior Errors

When students make behavior errors, please follow the following process:

Small conflicts

1. Ask students to problem solve together as a group.
 - a. Possible questions: What happened? How did it make you feel? How did it make others feel? What can we do to make it right?
 - b. Use rock/paper/scissors or Kelso's choices:



- c. Report any concerns to the classroom teacher if further support is needed.

Major conflicts

1. Report all concerns immediately to a classroom teacher, or administrator. They will support the resolution.

We appreciate your time and commitment to supporting the safety of our school community!

