

## District Vision Statement

***Educating every student to achieve global success.***

## SCHOOL DISTRICT OF HOLMEN

1019 Mc Hugh Road  
Holmen, WI 54636  
(608) 526-6610  
[www.holmen.k12.wi.us](http://www.holmen.k12.wi.us)

## District Mission Statement

Educate and inspire students today and prepare them for tomorrow by:

- Ensuring that all students learn at high levels.
- Developing the following 21st Century Skills: innovation, creativity, collaboration, communication, initiative, problem-solving, critical thinking, leadership, self-direction, responsibility, interpersonal skills, cross-cultural skills, and computer and media literacy.
- Achieving a deeply held partnership with the entire community.
- Operating and acting in a fiscally responsible manner while ensuring well-rounded educational experiences.

# Volunteer Handbook

***Thank you for all that you do for the School District of Holmen***



## Welcome

Thank you for your interest in serving as a volunteer for the School District of Holmen. We are excited to have community members play an active role in the District.

This handbook has been developed to provide you with information you will need to make your volunteer experience successful. If you have any questions or concerns, please contact the building administrator. A listing of building/District phone numbers is provided for your information.

Thank you again for your willingness to be a part of the education experience in Holmen.

Dr. Kristin Mueller  
District Administrator



## Registration Process

All volunteers for the School District of Holmen must complete the volunteer registration process annually and be approved prior to service at any building. To complete the volunteer registration process, visit [www.holmen.k12.wi.us/community/volunteers](http://www.holmen.k12.wi.us/community/volunteers) or obtain a hard copy of the Volunteer Registration form at any of the School District of Holmen schools. Allow two weeks for processing of your registration. Once the registration has been submitted and appropriate checks have been made, every effort will be made to offer you a volunteer assignment in the area/building you requested. If at anytime you are not comfortable with your assignment, please contact the building administrator.

## Additional Information

1. **Fire Drill** - Turn off lights and close doors when leaving room. Walk the students to the place where their teacher is assembled with other students. If you are in the building when school is not in session, leave the building with the students.
2. **Tornado** - Report to the nearest staff member and remain with them in the designated shelter area. If the alarm is sounded after the school day, take the students to the shelter area, have them assume a seat on the floor, knees pulled up against the body, head down on the knees and arms over head. Remain in the designated area until the all clear announcement.
3. **Minor Accident** - Call the office. Keep students calm.
4. **Life Threatening Accident/Illness** - If a student is seriously injured, do not move the student. Call the office. If no answer, call 911.
5. **Lock Down or Shelter Procedure** - Follow directions as given by building principal.





## Student Code of Conduct

In order to promote the health, safety, and welfare of students and school personnel and to promote an orderly and positive learning environment in schools that maintain good decorum and a favorable academic atmosphere, the School Board has adopted, implemented and will enforce a student code of conduct.

Standards of conduct expected of students are:

- Students' dress impacts students' conduct. Therefore, student dress should represent cleanliness, good grooming, neatness, and modesty. Student dress should not: affect the health or safety of themselves or others, disrupt the learning process, or order of activity, have any gang relationship or reference display in word or picture, alcoholic beverages, tobacco products, sexual reference, profanity, and/or illegal drugs.
- Weapons shall not be permitted other than those approved as part of the educational program. This means no one shall have any kind of weapon, toy weapon, weapon look-alike, or object used to cause bodily injury or property damage.
- Students will show verbal respect toward teachers, all school authority, volunteers, visitors, and students.
- Students will show respect for the physical well-being of teachers, all school authority, volunteers, visitors and students.
- Students will show respect for the on-going instructional program.
- Students will observe and follow alcohol, tobacco and drug policies.

Because leading by example is important in our District, the same code of conduct is also expected of our volunteers.

## 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 sign in in the building office and receive a visitor/volunteer badge for the day. Please return the badge when you leave the building.
3. **Confidentiality** - This can not 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.



## District Phone Numbers

<b>District Offices:</b>	<b>526-6610</b>
Dr. Kristin Mueller, District Administrator Mr. Jay Clark, Associate Administrator Ms. Jill Mason, Student Services Director Ms. Kim Edwards, Instructional Services Director	
<b>Holmen Public Preschool</b>	<b>526-1381x4466</b>
Ms. Sue Eitland, Associate Principal	
<b>Evergreen Elementary:</b>	<b>526-9080</b>
Ms. Rachel Fawver, Principal	
<b>Viking Elementary:</b>	<b>526-3316</b>
Ms. Bonnie Striegel, Principal	
<b>Prairie View Elementary:</b>	<b>526-1600</b>
Dr. Patrice Tronstad, Principal	
<b>Sand Lake Elementary:</b>	<b>781-0974</b>
Ms. Natalie Morgan, Principal	
<b>Holmen Middle School:</b>	<b>526-3391</b>
Mr. Ryan Vogler, Principal Ms. Keri Holter, Asst. Principal	
<b>Holmen High School:</b>	<b>526-3372</b>
Mr. Bob Baer, Principal Mr. Wayne Sackett, Asst. Principal Mr. Nick Weber, Asst. Principal Mr. Mark Englerth, District Activities Director	
<b>Information and Technology:</b>	<b>526-9669</b>
Mr. Greg Krueger, Director	

## 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
- Assist with gardens and landscaping
- Help with after-school activities
- Read books onto audiotape
- 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 and to reduce distractions, we ask that no younger siblings be brought to school while volunteering.**