SCHOOL DISTRICT OF REEDSBURG

VOLUNTEER HANDBOOK

School Year: 2026 - 2027

A message from School District of Reedsburg Superintendent, Tom Burkhalter:



Thank you for your interest in volunteering with the School District of Reedsburg. Our volunteers play an important role in supporting students, staff, and the educational mission of our School District of Reedsburg. By sharing your time, talents, and experience, you help create meaningful opportunities for students and strengthen the partnership between our schools and the community.

The success of our students is built on strong relationships among families, educators, and community members. Volunteers enhance the educational environment by offering additional support, encouragement, and positive role modeling for students. Whether assisting in classrooms, supporting school events, helping with activities, or sharing your unique skills, your involvement helps enrich the educational experience for our students.

This handbook has been developed to provide guidance and information about volunteering in our schools. It outlines expectations, procedures, and important policies designed to ensure a safe, respectful, and productive environment for students, staff, and volunteers.

We appreciate your willingness to support the students and staff of the School District of Reedsburg. Your involvement helps strengthen our schools and contributes to the success and well-being of our entire school community.

Thank you for your commitment to our students.

Sincerely,

Tom Burkhalter

Tom Burkhalter
Superintendent
School District of Reedsburg

Mission, Vision, and Core Beliefs

Volunteers play an important role in helping the School District of Reedsburg live out its mission, vision, and core beliefs.

Mission

Empowering all students to maximize their potential in fearless pursuit of human excellence.

Vision

The School District of Reedsburg will provide a world-class educational experience to all students at all levels, inspiring creativity, innovation, and a desire to achieve greatness.

Core Beliefs

- Meeting the unique needs of all requires a collective, urgent, and unwavering commitment to each learner.
- High expectations combined with collaboration motivate people to strive for greatness.
- High standards, ethical and honest behavior, and accountability promote a culture of excellence.
- Meaningful and collaborative community partnerships expand and enhance learning opportunities.
- Learning is a continuous, lifelong endeavor.
- Treating all with dignity, respect, and kindness establishes the foundation for safe and effective learning environments.
- A rigorous, future-focused curriculum challenges all students to achieve at their highest level.
- Integrated outdoor education promotes environmental stewardship.
- Students learn best when learning is relevant and connected to life experiences.
- Promoting creativity, innovation, independence, and critical thinking supports continuous growth.

Welcome

Thank you for your interest in volunteering with the School District of Reedsburg. Our volunteers play an important role in supporting students, staff, and the educational mission of the Reedsburg School District. By sharing your time, skills, and experience, you help create a stronger learning environment and strengthen the partnership between schools, families, and the community.

Purpose of the Volunteer Program

- Support and enhance the educational experience for students.
- Provide additional assistance to teachers and school staff.
- Encourage community engagement in schools.
- Promote positive relationships between schools and the community.

Volunteer Application and Annual Renewal

All individuals wishing to volunteer in the School District of Reedsburg must complete a Volunteer Application and receive approval from the Reedsburg School District prior to performing any volunteer duties. The Volunteer Application can be found on the District's website under community or by clicking here.

Volunteer approval is valid for one school year only.

All volunteers must complete a Volunteer Renewal Form each year in order to continue volunteering within the Reedsburg School District. The Volunteer Renewal Application can be found on the District's website under community or by clicking here.

If a paper form is needed, please contact the school you wish to volunteer at or the District office. The completed form must be submitted to the Reedsburg School District Office or emailed to ccraker@rsd.k12.wi.us .

Applicants will receive an email indicating whether their volunteer application has been approved or denied.

Volunteer approval may take up to ten (10) business days to process depending on application volume and background check review. Volunteers are encouraged to plan accordingly and submit applications in advance of any scheduled volunteer activities.

Volunteer Eligibility and Background Review

To help ensure the safety and well-being of students and staff, the School District of Reedsburg reviews volunteer applications and conducts background checks through appropriate sources.

Volunteer approval may be denied based on information discovered through background checks, court records, or other information relevant to student safety or school operations.

Once approved, a volunteer's background information will remain enrolled in the District's ongoing background monitoring system and may be reviewed if new information is reported.

Pending criminal charges or prior convictions may be considered as part of the volunteer application review process. The Reedsburg School District evaluates such matters on a case-by-case basis, taking into account the nature and severity of the offense, the amount of time that has elapsed, and its relevance to the volunteer role.

Individuals with a conviction for, or pending charge related to, sexual assault or any offense involving a minor, including but not limited to abuse, neglect, exploitation, grooming, or other inappropriate conduct involving a child, are not eligible for volunteer service.

All other offenses, including but not limited to disorderly conduct, domestic-related offenses, or nonviolent incidents, will not result in automatic disqualification. It will be reviewed to determine whether they pose a risk to students, staff, or the school community.

If an applicant has a pending charge at the time of application that is later resolved without conviction, the individual may request reconsideration of their volunteer eligibility.

The School District of Reedsburg reserves the right to evaluate each situation individually and determine whether volunteer approval is appropriate based on the nature of the offense, the time elapsed, and the responsibilities of the volunteer role.

Required ACT 89 Training

As part of our commitment to maintaining a safe and supportive environment for students, all volunteers are required to complete the **ACT 89 Grooming and Personal Boundaries Training** before volunteering in the district. This brief training provides important information about appropriate adult-student boundaries and recognizing behaviors that may place students at risk.

Please complete the training here:
ACT 89 – Grooming and Personal Boundaries Training

The training is titled **"Grooming and Personal Boundaries Training for School Staff – Act 89"** by the Wisconsin Department of Public Instruction. (media.dpi.wi.gov)

Volunteer Identification Badge

All volunteers must sign in at the school office upon arrival. At sign-in, volunteers will receive a volunteer identification badge, which must remain visible at all times while volunteering in the building.

Volunteer badges must be returned to the school office when the volunteer signs out. Volunteer badges may not be removed from school premises unless the volunteer is assisting with an offsite field trip or other school-sponsored activity as authorized by Reedsburg School District staff.

Volunteer badges remain the property of the School District of Reedsburg.

Volunteer Expectations

Volunteers are expected to:

- Follow all Reedsburg School District policies and procedures.
- Work under the supervision of school staff.
- Arrive on time and notify the school if unable to attend.
- Treat students, staff, and other volunteers with dignity and respect.
- Serve as positive role models for students.

Confidentiality

Volunteers may observe or hear information about students while serving in District schools. This confidential information must remain confidential. Volunteers may not discuss student behavior, academic performance, personal matters, family information or school situations with anyone outside authorized school staff.

Volunteers must comply with student privacy laws, including the Family Educational Rights and Privacy Act, commonly known as FERPA.

Safety and Security

- Volunteers must sign in and out at the school office.
- Volunteers badges must be warn and visible while in the building.
- Doors may not be propped open at any time.
- Must follow directions from school staff during emergencies.
- To maintain building security, volunteers must not hold doors open or allow entry to any individuals who are not authorized to enter the building.
- Safety concerns or suspicious activity must be reported promptly to a District staff member.

Limitations of the Volunteer Role

- Discipline students
- Administer medications
- Access confidential student records
- Transport students unless specifically authorized by the Reedsburg School District
- Provide instruction without teacher supervision

Volunteer Code of Conduct

Volunteers must:

- Maintain professionalism while working with students.
- Dress appropriately for the school environment.
- Cell phones are only allowed when authorized or necessary during an emergency.
- Maintain appropriate boundaries with students.
- Follow school rules related to alcohol, tobacco, vaping, and weapons.

Volunteer Removal

The School District of Reedsburg reserves the right to suspend or terminate volunteer approval at any time if the District determines that doing so is in the best interests of its students, staff, schools, or operations.

Volunteer approval may also be suspended or terminated if a volunteer fails to follow District policies, school procedures, staff directions, confidentiality requirements, safety expectations, or the Volunteer Code of Conduct.

Volunteer Appeal Process

If a volunteer application is denied, the individual may submit a written request for review to the District Office.

The request should include any additional information the individual believes should be considered. The District may request additional documentation or information before making a final determination.

The individual will be notified of the District's final determination in writing.