

## IMPORTANT INFORMATION FROM THE BOARD MEETING ON FEBRUARY 1, 2016

- 1) High School HVAC Update: NAMI, Automated Logic, and Boldt met with District staff to provide an update on the project with a review of the project plans at 95% completion. The asbestos removal bids for the HVAC project were approved by the Board. The plan is still to have the heat shut off at the High School on May 1 so that the boiler demolition can begin. We will notify staff, students and parents as soon as the date is firm.
- 2) Facility Plan Update: Bray Architects facilitated the Steering Committee meeting held on Thursday, January 28, at the High School. Brian Brewer from Robert W. Baird (the District's financial advisor) shared financial information with the committee. Various options and concerns were discussed by the group. Bray will be at the Board meeting on February 15 to discuss the facility plan with the Board.
- 3) Superintendent Search Update: The first-round interviews for the Superintendent will be held on February 8 and 9. Community members, staff and the Board will be involved in these interviews.
- 4) Middle School Gym Floor: The Board approved moving forward with the Middle School gym floor project this summer at a cost to the District of up to \$45,000. The Mount Horeb Basketball Club is donating \$35,000 towards the wood floor project.
- 5) A revised School Volunteers, Policy #353.1, was approved by the Board. This policy was reviewed by the Administrative Team as well as the Safety and Wellness Committee. The updated policy is attached.
- 6) A new policy Staff Ethics, Policy #522.4, was reviewed by the Board as a first reading. The policy will have its second reading at the March 7 Board meeting. The draft policy is attached.

# MOUNT HOREB AREA SCHOOL DISTRICT

## SCHOOL VOLUNTEERS

POLICY #353.1

The Mount Horeb Area School District recognizes that volunteers contribute valuable services to the students and staff. The Mount Horeb Board of Education encourages volunteer the use of volunteers to enhance communication and cooperation among students, staff members and the community by individuals and groups in all schools.

A volunteer is a non-paid person functioning under the sponsorship of the Board of Education and at the direction of the building administrator or his/her designee. Volunteers shall not teach but may reinforce skills taught by district staff. Volunteers shall not be used to supplant salaried instructional or coaching staff and or paid educational assistants. Specifically, volunteers can:

- Stimulate community interest, concern and support for education.
- Provide an opportunity for interested community members to become directly involved with education.
- Strengthen school-community partnerships through direct and positive participation within the schools.
- Provide assistance to school staff in non-academic and academic areas.
- Enhance the supervision and safety of students as they engage in learning activities.
- Duties may involve service to the libraries, classrooms, lunchrooms, playgrounds, athletic events, music programs and field trips, tutoring/mentoring youth and similar activities.

The district encourages volunteers in and out of the classroom. The district's volunteer program shall be subject to legal requirements and suitable guidelines established by the building administrator. The administrator or his/her designee shall be responsible for the direction of the volunteer program and its compliance with all district policies pertaining to volunteers; this shall include the recruitment of volunteers, training of volunteers and the evaluation of the volunteer program.

The safety and well-being of district students and staff is of paramount importance. Therefore, all adults who volunteer in the schools for educational purposes and have access to confidential student information will be subject to a Wisconsin criminal background check. An individual shall not be allowed to volunteer in the schools until his/her current status is evaluated after receipt of the application form. (Background checks can be waived by Human Resources Department if the individual is an employee in the district or was a former district employee who left the district in good standing.) Criminal background checks will be repeated every year that the volunteer remains in active status with the district.

Requirements:

1. Complete a Volunteer Background Check form and submit to the building administration no less than 48 hours prior to the participation.

2. Volunteers shall work under the direction and supervision of teachers or other members of the school staff.
3. Volunteers shall work within the guidelines established by the responsible administrators.
4. Volunteers shall maintain strict confidentiality with all school and/or teachers information to which they have access while performing their volunteer activities.
5. Schools shall maintain a Visitor Log, which will record volunteer names, dates and hours of service.

Volunteers shall notify Human Resources immediately should their arrest or conviction situation change. School administrators retain the authority to approve all school volunteers and the tasks they perform in the schools.

Volunteers will be covered under the district's liability insurance while performing services authorized by the school principal or their direct supervisor (teacher, head coach or head co-curricular advisor).

LEGAL REFERENCE:

CROSS REFERENCE:

ADOPTED: November 6, 1989

REVISED: February 16, 2004; February 1, 2016

REVIEWED:

**Mount Horeb Area School District  
Staff Ethics and Conduct**

**Policy #522.4 (new)**

**Purpose:**

The Mount Horeb Area School District expects all staff members, including teachers, coaches, counselors, administrators, board members, support staff and others, to maintain the highest professional, moral and ethical standards with their conduct. For the purposes of this policy, staff member also include school volunteers.

**Policy:**

All District staff are expected to accept responsibility for their conduct, and to understand that their conduct may be regarded as representative of the District, and that even off-duty conduct may adversely affect the abilities of a staff member to effectively perform his/her job duty. Staff is expected to abide by a professional standard of conduct and model good citizenship for students, parents and the community. Employees shall (included but not limited to) at all times possible:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- C. maintain just and courteous professional relationships with students, parents, staff members, and others;
- D. not criticize other staff members or any department of the school system to the detriment of the school system. Constructive criticism is first to be made directly to the particular staff member. If necessary, the concern may be expressed to the school administrator who has the administrative responsibility for improving the situation and then the Superintendent.
- E. display moral and ethical behavior including never engaging in intimate, sexual or otherwise inappropriate relationships that cross professional boundaries with students whether consensual or not;
- F. maintain their own efficiency and knowledge of the developments in their fields of work;
- G. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- H. keep in confidence legally-confidential information;
- I. during student contact hours, not use students for personal errands of any kind or to perform any service not related to students' educational program;
- J. not use, divert, or appropriate District equipment, property, services, or assets for sole personal use or benefit; mutually beneficial agreements can be made by the Superintendent.

- K. not use their position or public property, or permit another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen;
- L. refrain from using institutional privileges for private gain;
- M. ensure that their actions are not made with specific intent of advancing private economic interests;
- N. not offer any favor, service, or thing of value to obtain special advantage;
- O. maintain professional judgment in performance of their duties, avoiding any perceived biases that might be concluded;
- P. act as a positive change agent who is willing to confront poor professional behavior exhibited by colleagues.

LEGAL REFERENCE: Wis. Stat. § 118; Wis. Stat. § 108.04 (5).

CROSS REFERENCE: Anti-Bullying (policy 443.71); Role of a Teacher (Policy 531.1)

ADOPTED:

REVISED:

REVIEWED: