



# ***Our Network for Education***

## **Volunteer Handbook**

*Never doubt a small group of committed people can change the world.  
Indeed, it is the only thing that ever has.*

*--Margaret Mead*





*Success in life has nothing to do with what you gain in life or accomplish for yourself. It's what you do for others.*

*--Danny Thomas*

Welcome and thank you for volunteering!

The Wausau School District hopes that your experience volunteering will be rewarding and enjoyable. Our community is very fortunate to have parents and community members who voluntarily give up their time for our students. You are an important partner in one of the most important jobs our community has, educating our youth.

It's because of this partnership we've created O.N.E., Our Network for Education. The O.N.E. Program falls under the District Key Interest: "Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources."

To assist in this partnership, we've created this handbook offering specific information on duties and responsibilities of volunteers in our District.

Please note that all forms and information can be found via the District web site [www.wausauschools.org](http://www.wausauschools.org) and hovering over "Programs" where you will find *O.N.E. Volunteer Program*. If you have further questions or need additional information, please contact me at [eschneider@wausauschools.org](mailto:eschneider@wausauschools.org) or 715.261.0584.

ONE volunteer...ONE hour...ONE day...can make a difference in the life of a child. Thank you again for your time and involvement in one of our greatest resources, our students!

Cyndi Schneider  
Volunteer & Community Involvement Coordinator

## **Table of Contents**

Our Commitment.....	page 3
Becoming a Volunteer .....	page 4
Volunteer Responsibilities & Expectations.....	pages 5-6
Helpful Tips for Working with Children.....	page 7
How to Complete an Online Profile.....	page 8
Frequently Asked Questions.....	page 9
Important Telephone Numbers.....	page 10
Notes/Questions.....	page 11

## Our Commitment to You

The Wausau School District recognizes the important contributions of volunteers. Because we recognize the need for and commitment of our volunteers, we promise to:

- treat our volunteers with respect;
- make every effort to assign volunteers to positions that match their interests and skills;
- provide volunteers with necessary information about our schools, policies, personnel and programs;
- offer support throughout the volunteer experience;
- make sure volunteers understand whom to talk to about any concerns;
- give volunteers the opportunity to share comments and suggestions about their volunteer experience; and
- thank our volunteers for the contributions they make to the quality and culture of our schools.



# Volunteer Responsibilities and Expectations

## PRIVACY

- **Be confidential.** A child's work and behavior are confidential. Discuss any problems with the teacher **not with other volunteers, parents or others in the community.** If someone asks you about a particular student, respond, *"That information is confidential. Sorry I can't discuss it with you,"* or *"Please check with the child's teacher."*
- **Protect privacy.** Do not ask for a child's address or phone number. Do not share your address or phone number with children.

## SAFETY

- **Sign in and out at the school office.** Let office staff know that you are scheduled to volunteer and they will direct you on where to go. You can track your volunteer hours online if you wish.
- **Wear a "Visitor" badge/sticker.** Each school's main office has these where you sign in.
- **Always think "safety first".** Always keep children in your line of vision. It's important to continually scan all children for safety when in a large group. When in a small group, it's best to keep doors open and have another adult present.
- **Notify the teacher if there are problems.** This includes areas of discipline, discrimination, an accident involving blood or if a child confides about an abusive situation. Teachers will do the necessary follow-up.
- **Follow "safe touch" suggestions.** Volunteers may respond to a child's initiation of an appropriate touch and should respect a child's right to say "no". Volunteers may ask a child if they would like a handshake or a high-five.
- **Do not transport students in private vehicles.** Volunteers should not transport students under any circumstances. If parents are late to pick up a child, inform school staff and they will make phone contact with the parents or guardians.

## RESPECT

- **Respect children's diversity and formal names for adults.** This includes culture, religion and background. Don't assume all children and/or their parents, guardian, or grandparents celebrate the same holidays (Christmas, Easter, Halloween or even birthdays). Practice correct pronunciation of the children's names if they are unfamiliar. Also, Students will refer to you with a Mr., Ms., Mrs. or Miss in front of your last name. When around students, staff will refer to you in this way. Please refer to all adults this way, as well, in order to be consistent for the children.
- **At this time we are not allowing volunteers to bring gifts/treats for individual students.**

➤ **Children learn in different ways.** Not every child learns the same; some will learn by doing and experimenting, others by asking questions, some will use their senses and others will use past experiences. Remember that asking the right questions can lead to the answers for a child. Don't just give them the answers. They will make mistakes. This is your chance to show them you understand and that this is part of learning. Provide praise and positive statements to reinforce good work and acceptable behavior.

➤ **Dress appropriately.** Volunteers should dress comfortably but remember you are a role model. Clothing should not disrupt the learning process. Please do not wear hats, caps, hoods, bandanas or sunglasses into school. Clothing that displays suggestive, offensive, obscene, sexually degrading or racially motivated graphics or statements is not allowed. Backless shirts, strapless or spaghetti-straped tops should not be worn and clothing should completely cover your torso.

## COMMUNICATION

➤ **Paperwork.** Please be sure all required paperwork is complete (either online or paper hardcopy). All volunteers must complete their requirements before they can volunteer as outlined on page 8 of this handbook.

➤ **Ask questions, share ideas.** Don't hesitate to call, leave a note or ask for a meeting with the teacher or Volunteer and Community Involvement Coordinator to discuss any problems, questions or ideas you may have. Teachers should always be your first point of contact for this. Please let the teacher know if there is something you are unclear about in your volunteer assignment.

➤ **Be prompt and dependable.** If possible, change your availability online or call staff at least one day in advance if you will not be able to be at your assigned site at your scheduled time. Teachers and students count on you and look forward to seeing you.

*Volunteerism with the Wausau School District is at-will. The District reserves the right to ask a volunteer to discontinue service at any time. **A volunteer may be dismissed for refusing to follow guidelines set in the assignment description, by the teacher, staff and/or principal or failing to abide by any other policy or procedure listed in this and other volunteer information.** This includes, but is not limited to: sharing confidential information, certain legal convictions, improper conduct with or around students, reporting for a volunteer assignment under the influence of drugs or alcohol, theft of District property, false statements on the volunteer application, unwillingness to support and further the mission of the Wausau School District.*

*The Wausau School District does not discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes")*

# Helpful Tips for Working with Children

Enjoy yourself and they will too!

Be warm and friendly.

Listen and show interest in them as a person.

Know and use the correct pronunciation and spelling of their name.

To encourage a child, use positive comments.

Let them know it's okay to make a mistake. It's part of learning!



If you don't know the answer, admit it. Then work on the problem together or ask the teacher.

Be reliable.

Keep a sense of humor.

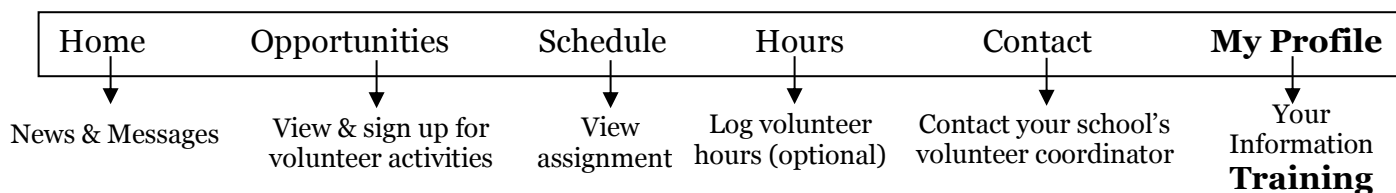
Don't make promises you can't keep.

Encourage children to do their own thinking and give them time to answer.

Not all children learn in the same way. Understand and embrace those differences.



2. **Complete a Background Check!** To ensure the safety of our students and due to the COVID epidemic, all volunteer opportunities will require a completed Background Check. Checks take up to two weeks to process, so please be sure to do this requirement right away as you cannot volunteer until your background check has been completed and approved. A link to online Background Check can be found at [www.wausauschools.org](http://www.wausauschools.org), hovering over “Programs” where you will find *O.N.E. Volunteer Program*.
3. **Go to [www.MyImpactPage.com](http://www.MyImpactPage.com)** and in the SEARCH bar section, please enter “Wausau”. This will populate the schools below the SEARCH.
4. **Select the site you want to volunteer.** Click the school(s) name you want to volunteer (**IF** you have an existing volunteer profile on-line, you can click on “Existing Volunteer Log In” and you will be directed to a login screen).
5. **Start a profile.** Click “Fill in an application” on the right.
6. **Create a User name and password.** Choose something easy to remember like your email address? Enter your email and proceed to creating a password.
7. **Enter your contact information and general volunteer information.** Some information is optional, some is required. An email address is especially helpful. Continue to fill in the remaining fields. Tabbing through makes it fast and easy!
8. **Complete the TRAINING.** Training is found under “My Profile” at the far right of the page. Make sure you review the Volunteer Handbook and complete the short quiz as well as watch the volunteer video. These are the minimum requirements to volunteer!
9. **Choose your Activities and sign up.** Here you can start making choices of what you’d like to do as a volunteer. This section is different for each school, outing and time of year. Check frequently for updates. After signing up, you will need to log back in to see if you have been assigned and to confirm you are still available.
10. **Edit your profile.** After you’ve completed your profile, you can add volunteer activities, make edits to your profile information, enter hours if you’d like to keep track, see what schools you are connected with, etc.



- *After you’ve created your profile, the easiest way to log in and sign up for volunteer opportunities will be to visit [myimpactpage.com](http://myimpactpage.com) and Login*
- *Want to ADD another school? Go to your profile by going to [myimpactpage.com](http://myimpactpage.com) . In the Search area enter Keyword “Wausau”. Select the school(s), choose “Fill in an Application” and then in “I already have a username”, enter your username and password, agree to the policies and Login and Continue*
- *Want to REMOVE a school from your profile? Log in and go to the “My Profile” tab and going to “Organizations”. Delete or uncheck the schools you wish to remove*



## Volunteer Frequently Asked Questions

- ✓ **How much time should I volunteer?**  
We welcome any time you can give to volunteer. Volunteering does not mean you have to commit to everyday or all day. Any time and level of commitment you can contribute is greatly appreciated.
- ✓ **Is there a safe place for my coat/belongings?**  
You can leave belongings in the school office or keep them with you. Lost and/or damage of personal belongings is not the responsibility of the school.
- ✓ **Where are the adult bathrooms?**  
There are staff bathrooms at each school. Please ask school staff where they are located.
- ✓ **How do I know if school is canceled?**  
If school is canceled or students are released early because of weather or another unanticipated situation, announcements will be made via local media outlets (newspaper, radio and television).
- ✓ **What should I do if a child is uncooperative or disruptive?**  
Talk to the school staff you are volunteering with or another staff member. Volunteers are expected to maintain firm but kind control of students and refer serious problems or concerns to school staff.
- ✓ **Can I purchase a hot lunch at school?**  
Volunteers may purchase school lunch at the adult price when they are volunteering at school. Check with the school office as soon as possible for menu and price information. Please note that most schools need to have lunch counts prior to 9:00 a.m. each day.
- ✓ **Am I allowed in the staff lounge?**  
Lounges are reserved for school staff members only.
- ✓ **What should I do if there is an emergency drill?**  
Volunteers are required to participate in emergency drills. Please follow the directions of the school staff you are working with.
- ✓ **Is there smoking allowed anywhere on school grounds?**  
No, smoking is not allowed anywhere on school property. This includes inside a personal vehicle parked in a school parking lot.
- ✓ **Where can I find a District School Calendar?**  
A calendar can be found online by visiting [www.wausauschools.org](http://www.wausauschools.org).



## IMPORTANT TELEPHONE NUMBERS

Cyndi Schneider, Volunteer & Community Involvement Coordinator ..... 715.261.0584

### **Elementary Schools**

Franklin Elementary School..... 715.261.0000  
G.D. Jones Elementary School ..... 715.261.0950  
Grant Elementary School .....715.261.0190  
Hawthorn Hills Elementary School..... 715.261.0045  
Hewitt-Texas Elementary School ..... 715.261.0015  
John Marshall Elementary School ..... 715.261.0060  
Maine Elementary School ..... 715.261.0250  
Rib Mountain Elementary School ..... 715.261.0220  
Riverview Elementary School..... 715.261.0030  
South Mountain Elementary School.....715.261.0235  
Stettin Elementary School..... 715.261.0205  
Thomas Jefferson Elementary School ..... 715.261.0175

### **Middle Schools**

Horace Mann Middle School.....715.261.0725  
John Muir Middle School.....715.261.0100

### **High Schools**

Wausau East High School ..... 715.261.0650  
Wausau West High School ..... 715.261.0850

### **Charter Schools**

Wausau Area Montessori Charter School-Grades K-6 .....715.261.0795  
Enrich, Excel, Achieve Learning Academy (EEA) Grades 6-12..... 715.261.0636

***ONE volunteer...ONE hour...ONE day... can make the difference in  
the life of a child***



## **NOTES & QUESTIONS**