



The Wausau School District Volunteer Program

O.N.E. Our Network for Education



You make a living by what you get. You make a life by what you give."

~Winston Churchill



Welcome and Thank You for Volunteering!

The Wausau School District is committed to a volunteering experience which is rewarding and enjoyable. Our community is very fortunate to have parents and community members who contribute their time to help further our students' experience in education. You are an essential partner in one of the most important jobs our community has, educating our youth.

Building relationships between our volunteers and our students is a very important priority and through this partnership we have created our Volunteer Program, O.N.E., Our Network for Education. Our Volunteer Program falls under the District Key Interest: "Foster mutually beneficial partnerships and collaborations which expand learning opportunities and resources." To assist in this partnership, we've created this handbook offering specific information to assist you in understanding volunteer responsibilities, expectations and training.

The steps and directions to becoming a new volunteer and/or for existing volunteers can be found on our O.N.E. Volunteer Network webpage <https://www.wausauschools.org/programs/one-volunteer-network> You will also find the volunteer training requirements and latest information about programs of interest to you when you create your account in the volunteer software, Better Impact, or MyImpactPage.com

Our commitment to you is very important as we recognize the vital contributions you provide to our staff and students:

Treat our volunteers with respect

- Make every effort to assign volunteers to positions which match their interests and skills
- Offer support throughout your volunteer experience
- Provide training and procedures in your volunteering location(s)
- Provide Volunteers the opportunity to share ideas/concerns/suggestions
- Always acknowledge the gracious time and talents of all Volunteers in helping to grow the education, quality and culture of our students, schools and community

Thank you for your dedication to volunteering. I am grateful for each of you. If you have questions or need additional information, please contact me at cschneider@wausauschools.org or 715.261.0584.

Cyndi Schneider
Volunteer & Community Involvement Coordinator

*ONE Volunteer...ONE hour...ONE day...can make a difference in the life of a child.
Thank you for your time and involvement in our future...our students!*



PREPARING TO VOLUNTEER!

Prior to volunteering, please be sure you have created your account in the volunteer software, Better Impact, or [MyImpactPage.com](https://www.wausauschools.org/programs/one-volunteer-network). Directions are located on our volunteer webpage at <https://www.wausauschools.org/programs/one-volunteer-network>. Creating your account will ensure you have met all requirements to volunteer as well as provide you the ability to choose which event you would like to volunteer for throughout the school year. Your account also tracks the valuable volunteer hours you donate to the Wausau School District which is reported throughout the district at the end of the school year.

When you first register for your account, you will fill out an application and also be asked to complete the following requirements:

1. Please read and/or review the Volunteer Program Handbook
2. Review training videos when indicated (new videos will be announced via email)

VOLUNTEER BACKGROUND CHECKS

When a Background Check is NOT REQUIRED:

1. If you are a Wausau District employee or have completed a background check during the current calendar year
2. When a volunteer is volunteering for a singular event or an activity where they will not be individually responsible for supervision of students (ie: Book Fair, single classroom party, serving food at a Winter Tea, Athletic or Music event for a day, etc.), the Volunteer will not need to complete a background check. The Volunteer will simply use the Raptor system as they enter the building, check in at the office and sign the Volunteer form.

When a Background Check IS REQUIRED:

1. A volunteer is **chaperoning for a field trip or any event involving supervision of students**, the Volunteer will need to **complete a background check**.
2. If someone is a **REGULAR volunteer** (ie: classroom parent volunteers every Tuesday on a biweekly or on a monthly basis for a class or program, etc.), they will need to **complete a background check**.

BACKGROUND CHECKS WILL BE REPEATED EVERY FIVE YEARS

Background checks will only need to be completed **every five years**. Therefore, any volunteer who has **NOT HAD a background check** completed in the past five years, will need to complete a background check. All background checks are monitored in the volunteer software, Better Impact, or MyImpactPage.com, which the Volunteer & Community Involvement Coordinator manages.

If you need to complete a background check, the link can be found on our volunteer webpage at <https://www.wausauschools.org/programs/one-volunteer-network>



Volunteer Responsibilities and Expectations

- 🎯 Please check in at the school office where you will sign into the Raptor system which will also provide a name tag for you to wear. Let office staff know you are scheduled to volunteer and they will direct you where to go and who to ask for. Please remember, you will also need to check out at the school office before leaving.
- 🎯 A staff member or teacher will provide you with directions and answer any questions you may have regarding where to keep your items safely, what the Wausau School District cancellation policy is, emergency drill procedures, etc. Of course, if at any time you have questions or concerns which a staff member cannot answer, please contact Cyndi Schneider, Volunteer Coordinator, at cschneider@wausauschools.org or 715.261.0584.
- 🎯 Confidentiality is expected with any knowledge of students' academic performance, behavior and personal information. You may discuss concerns with the student's teacher, however you may not discuss concerns with other community members, volunteers, parents, family members or acquaintances.
- 🎯 Protect privacy at all times. Do not ask for a child's address or phone number and do not share your address or phone number with children.
- 🎯 Always think "safety first" and keep children in your line of vision.
- 🎯 Notify the teacher or principal of problems involving discipline, discrimination, an accident involving blood or if a child confides in you about an abusive situation.
- 🎯 Follow "safe touch" suggestions. You may respond to a child's initiation of an appropriate touch, such as a hug, however you should not initiate this type of touch.
- 🎯 Do not transport students in private vehicles under any circumstances. If parents are late to pick up a child, inform school staff and they will contact the parents or guardians.
- 🎯 Respect children's diversity and formal names for adults. This includes culture, religion and background. Don't assume all children and/or their parents, guardians, or grandparents celebrate the same holidays (Christmas, Easter, Halloween or even birthdays). Please consult with the classroom teacher as to how they or other adults would like to be addressed.
- 🎯 Children learn in different ways. Some will learn by doing and experimenting, others by asking questions, some will use their senses and others will use past experiences. Let them know it's okay to make a mistake. It's part of learning! Provide praise and positive statements to reinforce good work and acceptable behavior.

- 🌈 You are welcome to dress comfortably, while keeping your position as a role model in mind.
- 🌈 Be prompt and dependable. Teachers and students count on you and look forward to seeing you. If you can not be at your assigned site at your scheduled time, please notify staff at least one day in advance when possible.
- 🌈 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.

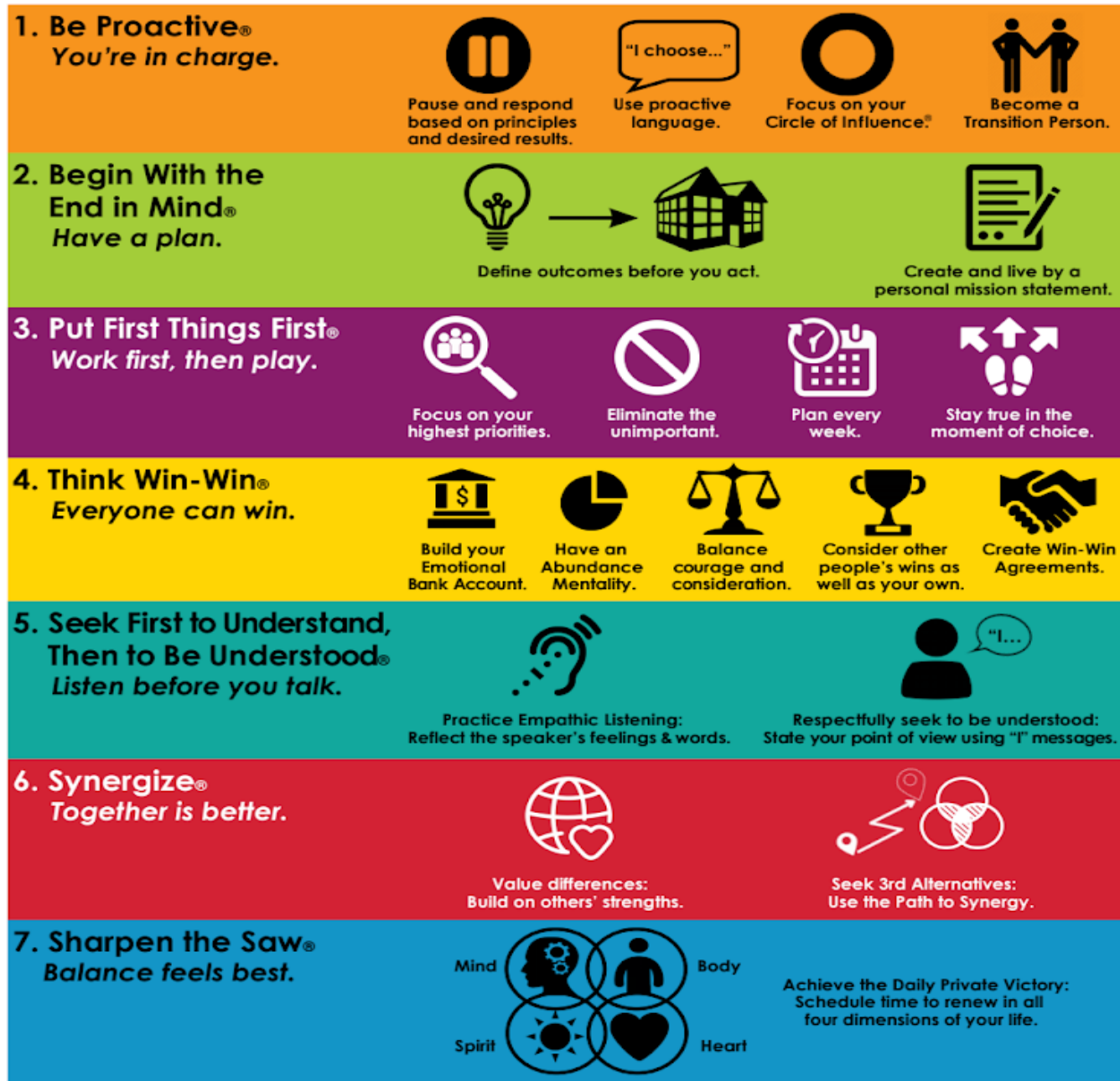


“Volunteers don’t get paid, not because they’re worthless, but because they’re priceless.”

Sherry Anderson

The Wausau School District implemented Stephen Covey's book, "The 7 Habits of Highly Effective People", to provide training and executive coaching for principals and teachers to support leadership, culture, and academics in our schools. If you look at the seven habits from a student level, we focus on building student's identities as leaders. Our educators saw the need for their students to work collectively and collaboratively, modeling good academic habits, creating organizational techniques. It has been a rewarding, cultivating and positive program for both staff and students.

The 7 Habits of Highly Effective People®



Poster design created by the leaders at:

Helpful Tips When 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.

*As you grow older, you will discover that you have two hands —
one for helping yourself, the other for helping others."*

Audrey Hepburn

Questions You May Have

- **How much time should I volunteer?**

We welcome any time you can give to volunteer. Volunteering does not mean you have to commit to it 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 may 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 with a school staff member about your concerns. Volunteers are expected to maintain firm but kind control of students and refer serious problems or concerns to school staff.

- **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 and/or a specific school calendar?**

A calendar can be found online by visiting www.wausauschools.org.



IMPORTANT TELEPHONE NUMBERS

Cyndi Schneider Volunteer & Community Involvement Coordinator	715.261.0584
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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

Volunteer Acknowledgment Agreement

I understand I am requesting to perform volunteer services for the Wausau School District for the benefit of student athletic/academic programs. I am offering my services freely and without coercion. I desire to perform these services and recognize the following: I will be performing hours of service for civic purposes without the promise or expectation of payment or compensation for those hours of service. In exchange for permitting me to perform the volunteer services that I have asked to perform, I release and waive the School District, its officers and employees from any claims or causes of action under Wisconsin's wage and hour laws and the Fair Labor Standards Act with respect to my volunteer work, and hereby agree to indemnify and hold the School District, its officers and employees harmless with regard to same with respect to any wage payment and compensation. I acknowledge the Wausau School District requires an approved background check and national sex offender registry search for all volunteers and that the District's decision to accept or reject your services, based on these checks, are final. I further recognize 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")