

The Wausau School District Volunteer Program

Our Network for Education



*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!*



Welcome and Thank You for Volunteering!

The Wausau School District is committed to a volunteer experience that 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.

Cultivating relationships between our volunteers and our students and faculty is very important to us and for that we created our Volunteer Program, O.N.E. Our Network for Education. The O.N.E. Volunteer Program falls under the Wausau School 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 to assist you in understanding volunteer requirements, responsibilities, and expectations.

There are 2 steps becoming an approved volunteer with the Wausau School District:

- Read & Sign this Volunteer Handbook.
- Completion of Criminal Background Check
 - *Beginning with the 2021-2022 school year, approved volunteer background checks will be effective for 5 years.*
 - *Few exceptions for one-time programs, or shifts that are not working with children.*

More information about this process can be found in this Handbook and on our [O.N.E. Volunteer Network Webpage](#).

We also ask volunteers to create a profile in [MyImpactPage](#). The O.N.E. Volunteer Network uses *My Impact* to manage our volunteer opportunities throughout the school year. Volunteer opportunities are posted and organized by school and volunteers can apply with as many schools as they like. Volunteers can browse, sign up and log hours - all in one place! Teachers and Administrators can stay up to date and organized for each volunteer need too.

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 reach out, I am happy to help.

Katie Crotteau
Volunteer & Community Involvement Coordinator
kcrotteau@wausauschools.org | 715.261.0584

Getting Started

Here is an outline of the steps you will need to take to become an approved volunteer.

Volunteer Program Handbook:

You're here! Read through this document. You may print or bookmark this helpful tool or access it anytime on the [O.N.E. Network Page](#).

You will have the opportunity to sign off on the handbook in My Impact.

Volunteer Criminal Background Check:

[Secure Background Check for Wausau School District](#)

The Wausau School District will conduct a secure criminal background check for all volunteers. Current policy as of the 2021-22 school year states that our completed checks will be effective for 5 years. The Wausau School District reserves the right to update policy; in our swiftly changing world, we may see the need to revisit and update this requirement.

When a Background Check is NOT REQUIRED:

1. You are a Wausau School District employee
2. You have completed a background check since the 2021-2022 school year
3. You are volunteering for a singular event or activity and **will not** be individually responsible for **supervision of students** (ie: Book Fair, single classroom party, serving food at a Winter Tea, Athletic, or event guest/presenter, etc.). All building guests will use the Raptor system and sign in at the office upon entry

When a Background Check IS REQUIRED:

1. You are chaperoning a field trip or assisting an event or activity involving **supervision of students, including classroom assistance or leading students where a teacher may not be present at all times**
2. You are a regular or recurring volunteer

Volunteer Profile Setup - MyImpact: *This is not required, but strongly encouraged.*

My Impact is our volunteer website to manage volunteers and opportunities. You can browse and register for various opportunities. Faculty can manage needs and volunteer schedules and the district can gather valuable information about volunteer hours.

1. Complete the [MyImpact application and profile](#)
2. Type your desired school, activity or a keyword in the search bar
3. Complete the *Fill in Application* button to get started and signed up
4. Apply to as many schools as you wish to view the opportunities within that school



Volunteer Responsibilities and Expectations

The Wausau School District and O.N.E. Volunteer Network strive to, “Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.” Each school’s volunteer program reflects the unique needs of their students and the district-wide program provides an umbrella of support and assistance to each school.

Below is our guide to policy, responsibilities, expectations and best practices for all volunteers.

- ❖ All volunteers must check in at the school office. You will sign into the Raptor system and be given a nametag to wear. Let office staff know you are scheduled to volunteer and they will direct you. Please remember, you will also need to check out at the school office before leaving.
- ❖ Teacher/Staff will provide you with directions and answer any questions you may have regarding the specific activity, where to keep personal items, emergency drill procedures, etc.
- ❖ 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 teacher/staff as to how they or other adults would like to be addressed.

Volunteer Responsibilities and Expectations

- ❖ 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, staff 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 teacher/staff at least one day in advance when possible.
- ❖ We advise that if you are feeling sick or experiencing any symptoms of illness; cough, runny nose, sore throat, fever, etc that you notify teacher/staff and stay home.
- ❖ 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.
- ❖ If you have questions or concerns that teacher/staff cannot answer, please contact Katie Crotteau, Volunteer Coordinator, at kcrotteau@wausauschools.org or 715.261.0584.

"Volunteers don't get paid, not because they're worthless, but because they're priceless."
Sherry Anderson



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

Frequently Asked Questions

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

We welcome any time you can give to volunteer! Volunteer commitments can come in all shapes and sizes; occasional, weekly or even daily. 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 with you. Some buildings may have a specific place for you to set belongings, ask teacher/staff. 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 (radio, television, social media). If you have a child in the district, you may also receive notice via Infinite Campus.

❖ **What should I do if a child is uncooperative or disruptive?**

Talk with the teacher 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 wausauschools.org.



Helpful Tips When Working with Children

Enjoy yourself and they will too!

Be warm and friendly.

Introduce yourself so they feel comfortable using your name.

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

Listen and show interest in them as a person.

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.

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.

Be reliable.

Be patient.

Keep a sense of humor.

Important Telephone Numbers

Katie Crotteau, 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

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")

The Wausau School District implemented Stephen Covey's book, "The 7 Habits of Highly Effective People," providing 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:

LeaderinMe®

Kenwood
Leadership Academy