

# DCE Evergreen Volunteer Program

Volunteer Handbook

2024-2025



**DCE EVERGREEN  
VOLUNTEERS**

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## THANK YOU FOR SHARING YOUR TIME AND TALENT AT DCE

Every day, D.C. Everest volunteers make a huge impact on the educational experience of our students. Volunteers are welcome and greatly appreciated. Whether you are interested in a one-time, one-hour project or an ongoing opportunity, we will find something that fits your schedule, talents and desires.

We continually strive to build a culture of civic engagement across our K-12 curriculum and strengthen connections district wide through meaningful engagement. With safety as a top priority, D.C. Everest has updated how it approaches the use of volunteers who may work with our students. All school sites across the D.C. Everest Area School District (DCE) and Greenheck Fieldhouse recreational programming will utilize an automated volunteer management program called *Volunteer Tracker* to manage volunteer opportunities. Volunteer Tracker allows us to coordinate a district wide volunteer program, track and recognize the volunteer contributions of community members, send timely reminders to our volunteers/staff, and conduct criminal background screenings.

### EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS

The D.C. Everest School Board does not discriminate on the basis of race, 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") in any of its student programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies:

Sarah Trimner Director of Talent and Culture  
6300 Alderson Street, Weston WI 54476  
715-359-4221 Ext 1225, [trimner@dce.k12.wi.us](mailto:trimner@dce.k12.wi.us)

### DISTRICT MISSION STATEMENT

*D.C. Everest schools, in partnership with the community, are committed to be innovative educational leaders in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an everchanging global society.*

## EVERGREENS VOLUNTEER PROGRAM

### Utilizing Volunteer Tracker

DCE has implemented Volunteer Tracker Software, developed by App-Garden specifically for school district volunteer management. Volunteer Tracker is an online system for recruiting, tracking, and coordinating volunteers.

### D.C. Everest Goals for Utilizing Volunteer Tracker

- Keep students, staff and volunteers safe by providing building and program staff an up-to-date list of approved volunteers, ability to view a daily volunteer schedule of opportunities, and a convenient check in/out process
- Offer volunteers a seamless, mobile friendly process to apply, view, sign up, and log volunteer service activities
- Clear guidance on when a background check is needed based on the activity levels
- Provide clear, timely, transparent communication between the schools and the volunteers
- Save time in processing and managing volunteer opportunities allowing staff to focus on providing a positive and meaningful volunteer experience

### Benefits to Volunteers

- Mobile Friendly: Fast, efficient mobile friendly online application and sign up
- Personalized Opportunities: Select activities and receive invites based on your interests
- Clear & Timely Communication: Notifications, reminders and updates sent automatically
- Renewal Reminders: Advance notice when 2-year background check is due
- ONE application: One application to volunteer for all schools/programs you choose to volunteer

### Background Checks

Depending on the selected interest areas, a volunteer may be required to complete a background check.

- The background check process is built into the volunteer application.
- 3 Levels of Volunteer Engagement indicate whether a background check is required, however, an application is required of all volunteers.

For in depth information regarding background checks including frequently asked questions, please visit the [district volunteer webpage](http://www.dce.k12.wi.us/volunteer) (www.dce.k12.wi.us/volunteer)

## LEVELS OF VOLUNTEER ENGAGEMENT

### Visitor

For purposes of this procedural directive: A “**visitor**” means an unpaid person who attends a district sponsored event or activity or visits a school for a short time accompanying a current student.

- “Visitor” is typically a parent/guardian/family support person visiting school in support of a child’s activities, educational success, and school community including, but not limited to: picking the child up school, family lunch days, family night, Donuts with Dad/Muffins with Mom, conferences, choir/band concerts, sporting events, academic special events, PTO events, etc.
- Visitors shall report their presence and sign in at the school office if the visit occurs during the instructional day; but may not be required to sign in if the event or activity is after the instructional day.
- All visitors are subject to the policies and procedural directives set forth by the district.

NO VOLUNTEER APPLICATION REQUIRED. NO BACKGROUND CHECK REQUIRED.

### Volunteer

A “**volunteer**” means an unpaid person (i.e. parents, guardians, family or community members) authorized by D. C. Everest School District to perform volunteer services for the district. A volunteer is any individual who is not a guest or visitor at a school, but rather *servicing in an agreed upon capacity without compensation of any type*.

- A “volunteer” is any person – parent or community member-who offers to perform a service or carry out an activity during the school day or during extended-day, school/student related programs, including volunteer chaperones on student field trips or other travel trips.
- A “volunteer” includes athletic coaches and volunteers for District programs who do not receive compensation or remuneration for their services.
- Volunteer may also include temporary student teachers or student teaching observation roles
- All volunteers are subject to the policies and procedural directives set forth by the district.

**Level 1 Activity:** VOLUNTEER APPLICATION REQUIRED. NO BACKGROUND CHECK REQUIRED.

**Level 2 or 3 Activity:** VOLUNTEER APPLICATION REQUIRED. BACKGROUND CHECK REQUIRED.

### Community Partner

A “**community partner**” means an *unpaid person whom, as part of approved partnership between the district and another organization, assists at a school on a regular basis.*

- The partnering organization has a current, 1 year or less, from first day of year of service, verified background check on the individual(s) volunteering in the schools as agreed upon in advance. If this is not the case, the D.C. Everest will conduct a background check before the volunteer service is performed.
- “Community Partners” include, but are not limited to: Junior Achievement, United Way Reading Buddies, Big Brothers Big Sisters, Boys and Girls Club, Armed Forces Recruitment, Marathon County Dept. of Health Screening.
- All community partners are subject to the policies and procedural directives set forth by the district.

**Level 3: VOLUNTEER APPLICATION REQUIRED. BACKGROUND CHECK REQUIRED.**

A “**Student Teacher or 6-week Student Teaching Observation**” serves the school and students in a long-term capacity with daily/high frequency interaction with students.

- Perform and interview with building administrator.
- Provide a minimum of 2 references.
- Verify current enrollment in accredited University Program.
- Provide proof of valid/clear background check to Volunteer Coordinator or District will conduct background check if needed.

**Level 3: VOLUNTEER APPLICATION REQUIRED. BACKGROUND CHECK REQUIRED.**

A snapshot of the different levels of volunteer engagement and an overview of the application and background check procedures associated with each is provided in this chart.		
Levels of Engagement <i>School/Student</i>	Description of Volunteer Type	Requirements/Process
<b>Visitor/ Family Involvement</b>	<ul style="list-style-type: none"> <li>• A parent or community member attending a school event: sporting event, theater production, class choir, or school family event</li> <li>• A parent/guardian picking their child up from school</li> </ul>	<ul style="list-style-type: none"> <li>• <b>NO application required</b></li> <li>• NO background check required</li> </ul>
<b>Level 1 Volunteer</b>	<p>A volunteer assisting with a <b>one-time event</b> that does not have ongoing/independent one-on-one contact with a student</p> <p><i>Including, not limited to:</i></p> <ul style="list-style-type: none"> <li>• <b>Guest Speaker</b></li> <li>• <b>Judge</b></li> <li>• <b>Campus Beautification Crew</b></li> <li>• <b>Book Fair Helper</b></li> <li>• <b>Fundraising/Family Night Helper</b></li> <li>• <b>PTO Event Volunteer</b></li> <li>• <b>Performing Arts Volunteer</b></li> <li>• <b>Classroom Party Parent Helper</b></li> <li>• <b>Class Project Helper- One-day</b></li> <li>• <b>Proctor for Testing</b></li> <li>• <b>Track &amp; Field/Sporting Event Volunteers</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complete online volunteer application</li> <li>• <b>NO background check required</b></li> <li>• School posts volunteer assignment into Volunteer Tracker&gt; volunteer signs up</li> </ul>
<b>Level 2 Volunteer</b>	<p>A volunteer involved with <b>on-going activities</b> with or without staff supervision</p> <p><i>Including, not limited to:</i></p> <ul style="list-style-type: none"> <li>• <b>Classroom Help: Academic Support</b></li> <li>• <b>Booster Club Member</b></li> <li>• <b>Building/Classroom Clerical Helper</b></li> <li>• <b>Field Trip Chaperone</b></li> <li>• <b>Class Project/Multi-Day</b></li> <li>• <b>Library Helper</b></li> <li>• <b>Volunteer Youth Rec. Sports Coach</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complete online volunteer application</li> <li>• <b>Complete background check</b></li> <li>• School posts volunteer assignment into Volunteer Tracker&gt; volunteer signs up</li> </ul>
<b>Level 3 Volunteer</b> <ul style="list-style-type: none"> <li>• <b>Community Partnerships</b></li> <li>• <b>High Frequency/ 1 on 1</b></li> </ul>	<p>A volunteer involved with an ongoing activity with classroom, small group, or <b>one-on-one contact</b> with students.</p> <p>Periodic unsupervised building movement.</p> <p>Representatives of Community Partners. <i>Including, not limited to:</i></p> <ul style="list-style-type: none"> <li>• <b>Reading Buddy-Semester/2-4x month</b></li> <li>• <b>Academic Tutor-Semester/1x week</b></li> <li>• <b>Mentor- Semester/1 x week</b></li> <li>• <b>PTO Board Member</b></li> <li>• <b>Community Partners/Agencies in Building</b></li> <li>• <b>Volunteer Youth Rec. Sports Coach</b></li> <li>• <b>Assist with Transporting Students</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complete online volunteer application</li> <li>• <b>Complete background check/Provide proof of valid/clear background check to volunteer coordinator</b></li> <li>• <b>Verify individual with Community Partner</b></li> <li>• <b>Interview with building administrator and/or volunteer coordinator</b></li> <li>• School posts volunteer assignment into Volunteer Tracker&gt; volunteer signs up</li> </ul>
<b>Level 3 Volunteer</b> <ul style="list-style-type: none"> <li>• <b>Student Teacher</b></li> <li>• <b>Student Teaching Observation (6 weeks)</b></li> </ul>	<p>A <b>long-term capacity</b> volunteer serving in a daily/high frequency capacity in the daily routines of the students/staff/school community</p>	<ul style="list-style-type: none"> <li>• Complete online volunteer application</li> <li>• <b>Complete background check</b></li> <li>• <b>Verify with enrolled University</b></li> <li>• <b>Reference check (at least 2)</b></li> <li>• <b>Interview with building administrator</b></li> <li>• School posts volunteer assignment into Volunteer Tracker&gt; volunteer signs up</li> </ul>

## VOLUNTEER APPLICATION PROCESS

One volunteer application applies to all buildings you chose to serve and is valid for 2 years.

We highly recommend completing your application a minimum of 2 weeks before the desired volunteer opportunity to ensure time to complete the application, background check and school communication.

Access to the DCE Volunteer Tracker login and volunteer application is found on the [District volunteer webpage](http://www.dce.k12.wi.us/volunteer) ([www.dce.k12.wi.us/volunteer](http://www.dce.k12.wi.us/volunteer)).

### To get started follow these steps:

1. Visit the District Volunteer Page at [www.dce.k12.wi.us](http://www.dce.k12.wi.us)
2. Review the links on volunteering at DCE
3. Click on the link for the DCE Volunteer Tracker Application.
4. Click on the green, "New to the App-Garden? Click Here to Register" link. Enter your email address, create a password and Register. An activation email will be sent to your email address to validate your account.
5. Finish your application. You will receive an email once approved.

If you are interested in a level 2 or 3 volunteer opportunity, you will be required to complete a criminal background check.

You will need to have this information available to complete the background check application fields:

- Full legal name and all prior names;
- Date of birth;
- Current and prior addresses; and
- Social security number.

More in-depth information regarding criminal background checks, frequently asked questions, levels of engagement, and the volunteer application process can be found on the [District volunteer webpage](http://www.dce.k12.wi.us/volunteer) ([www.dce.k12.wi.us/volunteer](http://www.dce.k12.wi.us/volunteer)).



If you have questions about volunteer opportunities at our school, please contact the main office. For questions related to district volunteer opportunities and/or protocol, please contact Sara Pinsonneault, Community Outreach & Scholarship Coordinator at (715) 359-6561, extension 4326 or email [spinsonneault@dce.k12.wi.us](mailto:spinsonneault@dce.k12.wi.us).

### D.C. EVEREST BOARD POLICIES RELATED TO VOLUNTEER SERVICE

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221, ext. 1220.

SPECIAL PROGRAMS BY COMMUNITY VOLUNTEERS 2430  
SAFETY STANDARDS 7430  
USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES 7434  
VOLUNTEERS 8120  
SCHOOL VISITORS 9150  
PUBLIC ATTENDANCE AT EVENTS ON DISTRICT PROPERTY 9160  
PARENT ORGANIZATIONS 9210  
DISTRICT SUPPORT ORGANIZATIONS/FUND-RAISING 9211  
PARTNERSHIPS WITH BUSINESS 9555  
STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS 9600  
RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS 9700  
VETERANS AS CLASSROOM VOLUNTEERS POLICY 9800

## VOLUNTEER EXPECTATIONS AGREEMENT

As a new or continuing volunteer, you will have the support of a site volunteer coordinator or other staff as you carry out your volunteer assignment. In addition to this assistance, we are providing the following guidelines and commitments to outline expectations about your volunteering experience. Enjoy knowing your investment of time and interest is making a difference for DCE students!

To ensure your volunteer experience is positive and safe and your role is clear. Please read the following summary of volunteer expectations. The agreement signature page will be signed and submitted as part of your volunteer application within Volunteer Tracker found on the [District volunteer webpage](http://www.dce.k12.wi.us/volunteer) ([www.dce.k12.wi.us/volunteer](http://www.dce.k12.wi.us/volunteer)).

### PROVIDING A POSITIVE & MEANINGFUL VOLUNTEER EXPERIENCE

- Enjoy your experience! The students you are working with look forward to your time with them. You are providing a valuable service to the students and the District.
- Don't worry about making mistakes. We all make them.
- Complete the Criminal Background Check: Per D.C. Everest Area School District Board Policy 8102, volunteers must submit to a background check. This includes (but is not limited to) volunteer coaches, classroom help, community partners, chaperones, and other level 2 and 3 volunteer activities. The background check is built into the Volunteer Application found on the district website.
- Sign In and Out: Volunteers are expected to sign into the and out of the building when volunteering utilizing the Volunteer Tracker application at the school site volunteer kiosk or the Volunteer Tracker site using a mobile device.
- Identification: In an effort to increase safety and security, all volunteers need to wear a school-issued volunteer nametag at all times when in the building. Adults not wearing proper identification will be directed to the school office.

### VOLUNTEER ASSIGNMENT

All volunteers must complete a volunteer application to view specific volunteer opportunities listed within the Volunteer Tracker application. Once approved:

- Level 1 Volunteer Engagement opportunities require a volunteer application, but do not require a criminal background check.
- Level 2 & 3 Volunteer Engagement opportunities require a volunteer application and require criminal background check. See Levels of Engagement chart on page \_ or on the district volunteer website [www.dce.k12.wi.us](http://www.dce.k12.wi.us) for detailed information.
- The staff member that you are working with provides daily tasks/assignments.
- Enjoy your time as a volunteer. You are appreciated and a valuable part of our district programming.
- Enjoy the students. Allow the teacher or administrator to handle student discipline issues. Please bring any discipline problems to the attention of the teacher. It is inappropriate for volunteers to discipline children verbally or any other way.
- Staff is great about providing clear directions. Please avoid interrupting teachers while they are teaching. Questions and concerns can be addressed following instructional time.
- Feel free to ask other teachers or volunteers for help when you need it. Everyone is happy to help.

## STUDENT CONFIDENTIALITY, REPORTING AND BOUNDARIES

- I understand that in providing my services as a volunteer with DC Everest Schools I will respect the confidential nature of the knowledge I will gain concerning the academic performance, behavior and personal information of the students with whom I work. You may discuss concerns with the student's teacher or the school's volunteer leader. You may **not** discuss with other community members, volunteers, parents/family members or acquaintances.
- Students share all kinds of information, remember, all information concerning students is *strictly confidential* and should not be shared with others. All volunteers must adhere to the requirements of federal and state law regarding student and pupil records confidentiality as noted below.
  - It is not appropriate or permissible to repeat stories and personal information that students share with you.
  - Do not discuss children with who you work with staff members who do not work with the student or with community members.
  - If a student tells me something or I notice something that may indicate his/her safety is at risk or he/she is in emotional distress, I will report that information to my supervising teacher or a support staff member.
- I agree to not initiate contact with the students with whom I work or their families outside of the school or program setting to which I have been assigned.
- Protect privacy. For the students safety and your own safety. Do not ask for students' addresses or phone numbers or "friend" them on social media and do not share your information with the students. Please do not take a photo of the student(s) you work with. Do not to engage with students on any social media site, email, texts, or take or show pictures on your phone or other media device.
- I agree not to engage with students off-site unless they are on a school authorized and sponsored field trip accompanied by DCE staff. I understand that I am not allowed to transport students in my personal vehicle at any time.

## CONFIDENTIALITY OF STUDENT AND PUPIL RECORDS

- Federal and state law requires the District to protect the privacy of student and pupil records. The Family Education Rights and Privacy Act ("FERPA") is the federal law that is designed to protect the privacy of parents and students in educational institutions that receive federal funds. Wisconsin Statute § 118.125 is the state law that requires that all pupil records maintained by a public school be confidential except as provided in the statute.
- As a district volunteer, you may interact with students and have incidental access to information about a child's school performance and behavior. This information could constitute an educational or pupil record that must be treated confidentially.
- Only those individuals who have a "legitimate educational interest" in the educational or pupil record may be provided such information. You may not share information about a student even with others who may be genuinely interested in the student's welfare, such as a child's neighbor, scout leader or clergy member. You must refer all such inquiries to the student's teacher or principal.
- Unauthorized disclosure of confidential information by a volunteer who has access to student information by any means may result in the revocation of an individual's ability to volunteer with the District. It is imperative that any disclosure or use of student information be limited to approved, authorized use. If you believe you have impermissibly disclosed an educational record, notify the principal immediately.

## COMMITMENT TO INCLUSION AND ALLIANCE TO ALL CHILDREN AND THEIR FAMILIES

- Be a positive role model for children and youth in attitude, behavior and language. Let your conversations demonstrate respect for others, and avoid language that may be perceived as discriminatory, sexist, or offensive.
- Be respectful of children's culture, language, religion, and background. All students may not celebrate the same holidays (Christmas, Easter, Halloween, or even birthdays). Families can look different in many ways, including size, race, gender, structure, appearance, dynamics and financial resources. It's important to be respectful of each student's family. Practice correct pronunciation and spelling of students' names if they are unfamiliar. Show interest in students' cultures and learn more about those cultures.

## COMMITMENT TO STUDENT, STAFF, SCHOOL SAFETY

- Complete the required application and background check in Volunteer Tracker
- Attend any available orientation and applicable training sessions.
- **Dependability & Punctuality:** Students, teachers and staff members rely on the services performed by volunteers. Please call the school or email the coordinating staff member if you are coming late, will be absent, or are unable to complete the volunteer assignment. Please arrive at least 10 minutes ahead of time for your volunteer service.
- **Professionalism:** Although the job is voluntary, the commitment is professional. Maintain an attitude of mutual respect and confidence. Become familiar with school and classroom policies and practices. Be flexible and willing to follow directions.
- Sign in and out upon arrival and departure according to school procedures. Wear your nametag for identification.
- Notify the teacher or principal if a student tells you something or you notice something that may indicate his/her safety is at risk or he/she is in emotional distress. Staff will do the necessary follow up.
- Follow "safe touch" suggestions. For everyone's safety, Volunteers do not initiate touching a student (pats on arm or back, or for younger children, hand-holding, hugs, or lap-sitting), however you may respond to student's initiation of appropriate touch.

## PROHIBITED CONDUCT

- Never arrive to your volunteer assignment while under the influence of alcohol or drugs, or use alcohol, drugs or tobacco during your assignment.
- Never carry a weapon on school premises or other program sites. The District does not permit the possession or use of destructive devices (including explosives), firearms or other dangerous weapons (as defined by Wis. Stat. §948.61(1)(a) of any kind at any time. "District premises" shall include:
  - Any school or other building/facility that is owned, occupied or controlled by the District; on the grounds of a school or on other school premises; or at any District-sponsored program or activity not held on school grounds or on school premises, where such program or activity qualifies as a special event having restricted access that is controlled by the District.

## COMMITMENT TO SCHOOL AND CLASSROOM RULES AND REGULATIONS

- Follow the lead of school staff in appropriate dress and footwear. Different schools and after-school programs reflect varying levels of casual and business casual wear.
- Follow universally accepted norms regarding non-harassment and safe work-place rules and regulations.
- Communicate. Ask questions, share ideas, get to know the staff and other volunteers. Don't hesitate to call, leave a note, or ask for a meeting to discuss any problems or concerns that may arise. Every problem is solvable with respectful, honest communication.
- Support the work of the classroom teacher and school staff. The volunteer's role is one of assistance.
- Gifts for students are inappropriate. Don't bring gifts or food treats for individual students. With teacher or program coordinator approval, volunteers may bring snacks for the entire class or group, or they may make a donation of books or supplies for the class or group.
- Know and adhere to school district regulations regarding Internet use and social media.
- Silence cell phones during volunteer assignments.
- Fundraising, solicitation of donations, and using a volunteer placement for personal gain are prohibited.
- Promotion and/or solicitation on behalf of your own personal interests or those of your organization, political affiliation or business is not allowed.
- Ensure positive closure. If you plan on ending your volunteer involvement before the end of the agreed upon timeline, please notify your teacher and the volunteer coordinator. It is especially important when mentoring or tutoring. The student needs to be left with the clear message that you have enjoyed working with him/her.
- Concerns regarding a school volunteer's suitability to begin or continue volunteer service shall be addressed by district volunteer coordinator or the building principal, and as appropriate, in conjunction with the Human Resources Department.

If you have questions regarding current volunteer opportunities, please contact the main office of your selected school or the program leader. For questions related to district volunteer opportunities and/or protocol, please contact Sara Pinsonneault, Community Outreach & Scholarship Coordinator, at (715)359-6561, extension 4326 or email [spinsonneault@dce.k12.wi.us](mailto:spinsonneault@dce.k12.wi.us).