

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!

Thank you for choosing to give your time with our schools in the Wausau School District!

We are committed to a volunteer experience that is rewarding and enjoyable. Welcome to the O.N.E. Network for Volunteers; *Our Network for Education*.

Cultivating relationships between volunteers and our students and faculty is very important to us. We created O.N.E. Network for Volunteers with this key interest:

"Foster mutually beneficial partnerships and collaborations which expand learning opportunities and resources."

To assist in this partnership, this handbook illustrates volunteer requirements, responsibilities, policies, and expectations.

There are 3 qualifying steps to become an approved volunteer with Wausau School District:

- **Volunteer Handbook & Acknowledgement** (read & sign)
- **Completion of Criminal Background Check** (provided by WSD)
- **Act 89 Policy Training & Acknowledgement** (watch & sign)

The final requirement to volunteer is creating a volunteer profile in [My Impact](#). This is the web software used by the Wausau School District to manage all volunteer opportunities and activities. This platform also manages volunteer qualifications. It is *one* place for all schools, staff, and volunteers. You will use this for all volunteer activities moving forward and it can grow with you from elementary to middle to high school.

Thank you for your dedication to our students and schools! We are so grateful to have volunteers and appreciate the time you have taken to become a volunteer with Wausau Schools. If you have questions or need additional information, please reach out to the O.N.E. Network Office.

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

The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other characteristic protected by law in its practices.

Helpful Tips When Working with Students

- Introduce yourself so they feel comfortable using your name. Be warm and friendly!
- Learn and use the correct pronunciation and spelling of their name.
- Listen and show interest in them as a person. Be patient. Use a calm voice.
- Let them know it's okay to make a mistake. It's part of learning.
- Encourage children to do their own thinking and give them time to answer.
- If you don't know the answer, admit it. Then work on it together or ask the teacher.
- Not all children learn in the same way. Understand and embrace those differences.
- Confidentiality is required. You can discuss concerns with the teacher, however you may not discuss concerns or experiences with anyone else; other volunteers, parents, community members, etc.
- Be reliable, prompt and flexible.
- Enjoy yourself and they will too!

Volunteers, Visitors or Family Engagement?

VOLUNTEER:

- Anyone assisting or presenting on property, activities, sports, clubs, and field trips. Includes familial, community and organizational volunteers (i.e. Rotary Readers, Junior Achievement, Big Brothers/Big Sisters).
- Anyone performing any voluntary/unpaid service at a school (i.e. book fairs, school stores, popcorn poppers, classroom presenters, PTO, etc).
- Participants with sports, clubs, school sanctioned programming. Participating in practices, rehearsals, and any on-going regular activities.

VISITOR:

- Auditorium/Gymnasium style presenters, school-wide or large group assemblies that are one single occasion. Must be **non-familial, one time entering any WSD facility**.
- Participants in public events for sports, clubs, drama, music, etc (i.e. track meets, sports concessions, performances, competitions).

FAMILY ENGAGEMENT:

- 4K & K programming where family is invited to participate/attend (monthly family days, gingerbread day, etc)
- Family lunch days, family nights, open house.

Volunteer Policy & Requirements

- Volunteer qualifications apply to all volunteers, at all buildings. Activities which allow outside/non-staff/non-contract persons on property may fall into one of three categories; volunteers, visitors or family engagement. Use these definitions to determine if you will need to be fully qualified and signed up in My Impact. (pg 3)
 - Volunteers are required to pass the [Secure Volunteer Criminal Background Check](#), provided by WSD. Approved background checks are eligible for five years, however WSD reserves the right to require an updated background check at any time.
 - All volunteers must complete [Act 89](#) training. This must be updated annually.
 - Volunteers must have a profile in [My Impact](#) and read this handbook. You can acknowledge the handbook in My Impact.
 - Upon completion of requirements, your volunteer profile will be updated, allowing you to sign up for posted activities.
- All volunteers must sign up for activities using My Impact. All faculty must use My Impact to manage their volunteer requests and sign ups. My Impact is our Volunteer Management system; database, tracking and reporting, manages qualifications and expirations and provides complete and organized sign up data to our schools.
- Protect privacy and confidentiality at all times.
 - You may only discuss concerns or experiences with the teacher.
 - Do not ask for a child's address or phone number and do not share yours.
 - 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.
 - Notify the teacher or principal of problems involving discipline, discrimination, accidents involving blood, or if a child confides in you about an abusive or dangerous situation.
- Respect student diversity and formal names for adults. This includes culture, religion and background. Not 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.
- 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.
- 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.

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 understand that I am not an employee of the District and I am not eligible for any employment-related benefits, including, but not limited to, worker's compensation insurance. 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 acknowledge that Wisconsin state law requires annual training and review of Act 89 and violation of this statute may result in legal action. 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.

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X _____

To sign this in your My Impact profile and add this qualification to your profile:

- log in
- select **MY PROFILE** tab menu > select **TRAINING**
- select **ORGANIZATION** (the school you volunteer with)
- select **REVIEW**

Important Telephone Numbers

Katie Crotteau, Volunteer & Community Involvement Coordinator 715.261.0584
-Longfellow Administration Center

Elementary Schools

Franklin Elementary School	715.261.0000
G.D. Jones Elementary School	715.261.0950
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	715.261.0795
Red Granite Charter School	715.261.0232