



UNITY SCHOOL DISTRICT

Volunteer Handbook

Partners in Education

UNITY SCHOOL DISTRICT

Volunteer Handbook

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Welcome to Unity School District



*Greetings from Brandon
Robinson, Superintendent of
Unity School District*

Thank you for deciding to be a volunteer in the Unity School District. We have many exciting opportunities on our beautiful 100-acre campus. We hope your experience volunteering here at Unity School District will be rewarding and enjoyable. We are very fortunate to have people like you in the community to voluntarily give up their time for the students benefit. Thank you for your willingness to share your skills talents time and energy with our students. Your support is critical to the success of our schools. You are the role model for all of our students of what it means to give back to your community.

To assist in our partnership, we have created this handbook offering specific information to assist you in volunteering at Unity School District. This handbook will outline volunteer mission, duties, expectations, responsibilities, policies, procedures and helpful tips to make your time here at our school the most comfortable and productive it can be.

You can be the positive difference to change a child's life, thank you for all you do here at Unity School District.

Sincerely,

Brandon Robinson,
Superintendent of Unity School District

How to Become a Unity School District Volunteer

1. Fill out a volunteer application. This can be found online at unity.k12.wi.us or you can pick up a volunteer packet in the Community Education office located by the high school entrance.

All volunteer opportunities will require a criminal background check to ensure the safety of our students and staff. Please fill out application honestly and completely.

2. Find potential volunteer opportunities. Each school has many opportunities! Find new exciting opportunities by talking with teachers, principals, administration or the Volunteer Coordinator. In the application there is a list of many volunteer opportunities that might interest you, please check the ones that interest you.
3. Wait for follow up communication. The volunteer coordinator will reach out to you regarding your application, position and next steps. If you don't hear from someone in a week please contact Christa Ross at cross@unity.k12.wi.us or at #715-825-2102 ext. 1560

If you know someone who would be a great Unity School District Volunteer or want more information about volunteering opportunities that are available please contact the Community Education Coordinator, Christa Ross at (715) 825- 2101 ext. 1560 or at cross@unity.k12.wi.us.

Purpose and Mission

This handbook has been prepared for you to provide overall guidance and direction to volunteers and the staff overseeing them.

The Unity Volunteer program has been designed to recruit, train and schedule interested persons to volunteer their time and talents to maximize the academic and personal growth for people not only in the school district but in the community as well.

Volunteers are so important to the students within the school. With increasing emphasis on individualized instruction of personalized curriculum, class size and the time limit the amount of individual attention each student can receive, as a volunteer, you enable the teacher to become more effective.

Volunteers are people of all ages; parents, students, and adults in our community.

You will find your volunteer experience fulfilling, rewarding and special knowing that you are making a difference in students' lives.

Definition of a Volunteer

According to Administrative Policy you the volunteer, understand and agree that you will:

- Not be eligible for salary, stipend, or benefits;
- Be covered by the District's liability insurance;
- Be responsible for my own personal injuries;
- Follow all activity policies and procedures of the Board, Administration and Athletic Department;
- Attend all in-service meetings designed to enhance student relationship skills deemed necessary by the Administration and/or Athletic Director;
- Accept direct and indirect supervision of the supervisor (teacher, coach, principal, etc.);
- (May) be dismissed at any time without cause;
- Volunteer applications must be renewed every two years.

What do Volunteers Do?

There are numerous volunteer opportunities! You will be placed depending on your talents and the school districts needs. Some of these include but are not limited to...

1. Help in the classroom
 - Assisting teachers
 - Assist with bulletin boards, showcases and displays
 - Chaperone, field trips, dances, playground and special school events
 - Provide added enrichment to the curriculum
 - Tutor students, help with class projects, assignments or studying
 - Record children reading, file reports, tape special programs
2. Tutor Students
 - Read to Students
 - Listen to students read
 - Conduct flash card drills
 - Help students with writing projects
 - Help students develop a more positive attitude about themselves, school and academic achievement
3. Be a Home Volunteer
 - Gather resource materials
 - Assist with keyboarding skills
 - Assist with correcting papers
4. Be a Community Resource
 - Teach a Community Education Class
 - Assist with plays and concerts
 - Concessions
 - Coach Athletics
 - Ticket Sales
 - Serve on a committee
 - Be a member on a council/ board
 - Health Services
 - Clerical responsibilities
 - Helping with community events like Homecoming, Community Picnic, Halloween Party etc.

Choose a time that is convenient for you. We will try to accommodate your schedule. Much depends on the volunteers' interests and the schools need.

Guidelines for Volunteers

All volunteers should familiarize themselves with the following guidelines and comply with them:

1. All volunteer work and work schedules should be arranged between individual volunteers **and** the volunteer coordinator **and** the teacher/principal/ coach.
2. Volunteers **must sign in** at the building office or Community Education office each day in addition to wearing a volunteer lanyard.
3. If you are volunteering at home, please keep track of your volunteer hours and turn them in to the community education office.
4. Volunteers who are unable to keep commitments should notify appropriate persons in advance of scheduled time. All of us have situations we cannot foresee. Should this occur, a call to the school will allow proper adjustments to be made.
5. The volunteer worker occupies a position of trust. School problems should be discussed only with school personnel. As a close companion of the school, you will be in a position to learn about and observe students as well as other adults. Problems of students must never be allowed to become conversation topics outside of school. Confidentiality is required.
6. The certified staff has the basic responsibility for students' education. The professional staff must make all decisions affecting student education. The volunteer worker is looked upon as an arm of the teacher. The teacher is accountable for the education of his/her students. The teacher will remain responsible for; diagnosing the educational needs of groups and individuals, prescribing the learning experiences which best meets student needs, evaluate student progress, practicing certain teaching and supervisory responsibilities consistent with good educational practice and school policy.
7. Any decision to terminate relationships with individual volunteers will be in the best interest of the educational program.
8. Volunteers must complete a Volunteer Application form, and pass a Background check and security form.
9. Ask questions, share ideas! Don't hesitate to call, leave a not or ask for a meeting with the volunteer coordinator to discuss any ideas, problems, or questions you might have. Most of all have fun!

The volunteer is responsible for:

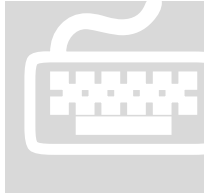
- Completing a volunteer application, and attending a volunteer orientation
 - Being prompt and dependable
- Record hours of service on the designated
 - Following staff members' directions
 - Acting professionally at all times
- Modeling good behavior and classroom standards, as children we will look up to volunteers and copy behavior
 - Asking questions when needed for clarification
 - Following all school and district rules
- Complying with the district and school policies and guidelines
- Reading the Volunteer Handbook and signing the volunteers agreement.

The supervising teacher/ staff member is responsible for:

- Getting to know the volunteer- find out why they decided to volunteer and what they are looking to get out of this experience. Your attitude will have a direct effect on how long they will volunteer and how much your students will benefit from their service.
- Share classroom rules and procedures- volunteers may not have been in a classroom in 30 years.
 - Providing meaningful tasks for the volunteer
- Providing on-the-job training, direction, support, feedback and communication with the volunteer.
- Showing appreciation- Thank your volunteer directly. Try to do this when they arrive or leave or by e-mail or a phone call. Let them know how much their contribution is appreciated.
- Informing the schools volunteer point person of changing volunteer needs.

Volunteer Enrollment

Unity School District Application Process:



- 1.** Complete the online or paper application, located on the schools website www.unity.k12.wi.us or in the Community Education office;
- 2.** Undergo a criminal background check (applicants 16 years or older), conducted by the district once the application has been received. Applicants who pass criminal background check will be contacted to continue in the volunteer assignment process. Applicants who do not pass the criminal background check will be notified directly by the district;
- 3.** If under the age of 18, submit an application signed by a parent or guardian to the Community Education Office.
- 4.** Schedule an orientation session.
- 5.** Work with the Volunteer coordinator to determine where you wish to be placed along with school needs.

*Unity School District encourages anyone interested in volunteering at Unity to apply. Unity School District reserves the right to determine whether a volunteer applicant is a good fit and possesses suitable skills for the district. Unity School District also reserves the right to end volunteer relationship for any reason at any time or to not accept a volunteer applicant for any reason at any time.

Policies and Procedures

School rules:

Volunteers must sign in and out at the school office for each visit.

Volunteers must wear a Volunteer Lanyard at all times.

Volunteers must follow dress codes.

Volunteers must follow cell phone use policies and should refrain from using cell phones or electronic devices while volunteering.

Volunteers must follow smoking regulations.

Volunteers must not bring guests or other visitors when on a volunteer assignment, unless approved by supervisor.

Volunteers must follow all school district policies, procedures and rules.

Volunteers are not to be left to supervise students without a staff member present.

Volunteers must contact your supervisor or Volunteer Coordinator if you have any questions or concerns during your volunteer time.

Do not be alone with a student behind closed doors.

Do not promote any commercial products, brand names, political views, religious doctrines or beliefs.

Do not give any medical treatment or medications to students unless advised or emergency care.

Do not lend or give money to students.

Alert a teacher, principal or other staff member promptly if you suspect child abuse or neglect.

Do not give out personal contact information such as your address, phone, e-mail, or personal website addresses to students.

Do not engage students on any social media site, email, texts or take or show your picture or students pictures/ videos on your phone or other media devices.

Never go off site with a student unless you are on a school authorized or sponsored field trip or accompanied by a staff member.

It is the teacher or principal's responsibility to discipline students. Discuss any discipline problems with the staff supervisor before they escalate.

Volunteers are not allowed to record grades' in the students record.

Volunteer attendance and tardiness: If you know in advance that you will miss a scheduled volunteering session (vacation, travel, work etc.) please contact your supervisor to share this information as quickly as possible. If you are ill, please do not volunteer. If you become ill while volunteering or must leave in the middle of a volunteering session for any reason, please notify your supervising staff member and sign out in the school office. Punctuality is important so that no one is disrupted by tardiness.

District Rules

Explanation of District Rules:

- 1.** Sexual Harassment
- 2.** Alcohol, Controlled Substances, Illegal drugs, Pepper Spray and Firearms
- 3.** Tabaco Products
- 4.** Student Confidentiality
- 5.** Good Faith Reporting
- 6.** Bullying

Helpful Tips for Volunteers

Volunteering does not mean you have to commit to everyday or all day- anytime and any level of commitment that you can contribute is greatly appreciated and needed.

Volunteering does mean you care about students the quality of education, and doing your part to make our schools and community better places – let that care shine through!

Get to know your school, students, teachers and staff- positive relationships grow from familiarity, comfort levels and open communication. Enjoy yourself and be warm and friendly! Smile ☺

You don't just have to be involved in your child or grandchild's classroom; you may have interests and skills that can be matched to other needs and opportunities.

As a volunteer you'll need to understand that students learn in a variety of ways: By discovery, doing experimentation, by asking questions and searching for answers, by using all of their senses and by building their self-confidence and using past experiences.

Important things to students (and human beings in general):

- Knowing and using the correct pronunciation and spelling of their name.
- Listening and showing your interest in them as a person.
- Helping to build their self-confidence and encouraging them.
- Asking the right questions to lead to the answers; not giving them the answers.
- Being reliable and giving time and patience- they look forward to you being there!
- Offering all students a chance to contribute and participate when working with a group.
- Allowing them to grow in independence and competence as time passes.
- Communicating clearly, at the appropriate age level, in calm, low voice levels.
- Praising and providing positive statements to reinforce acceptable behavior.
- They will make mistakes; show them you understand this is a part of learning.
- Don't make promises that you cannot keep to avoid disappointment.

Signed form inserts:

Volunteers who do not abide by District or school policies, procedures, state rules, and federal laws and this volunteer handbook are subject to release from being a Unity School District Volunteer. Depending on the situation, volunteers may have an opportunity to discuss the offending behavior with appropriate staff members.

Possible grounds for release may include, but are not limited to: gross misconduct or subordination, being under the influence of drugs or alcohol, theft of property or misuse of district equipment or materials, abuse or mistreatment of students or staff, failure to meet physical or mental standards of performance, breach of confidentiality, and failure to satisfactorily perform assigned duties.

I have read and understand the Unity School District Volunteer Handbook. By signing below, I am agreeing to the rules and guidelines set forth within the handbook.

Volunteer Name: _____

Volunteer Signature _____ Date: _____

Please return this form to the Community Education Office when completed. Thank you for your contributions to our school!