

School District of Osceola Volunteer Handbook



The 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 program and activities.

Superintendent's Message

Welcome to the School District of Osceola Volunteer Program. This program is a wonderful avenue for community members to become involved in the development of our children through their work in our schools. The school is very proud of being able to continue this program and hope you enjoy your association with us. School is an exciting place to be, and I hope you enjoy being here as much as we will enjoy having you volunteer your talents.

“If you are planning for a year, sow rice; if you are planning for a decade, plant trees; if you are planning for a lifetime, educate people.” ~ Chinese Proverbs

Value in Dollars and Sense

Volunteers are a valuable asset to our school. They dedicate many hours of their time to give teachers more time to teach and to provide opportunities for students to learn and enjoy school. Volunteers represent a great gift to the district and to the children who attend its schools!

Parents are their children's most important educators throughout their learning years! That's what the Osceola School District is all about: supporting parents and other family members as involved educators of their children and supporting school staff in working with parents as partners.

***“A hundred years from now it will
not matter what my bank account was,
the sort of house I lived in,
or the kind of car I drove...***

***but the world may be different
because I was important
in the life of a child.”***

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Osceola Schools offer a wide variety of volunteer opportunities for parents, grandparents, and members of our community. Volunteers are an important asset to our school district.

Purpose of Volunteer Program

- Enrich and enhance students' learning.
- Enable teachers to offer more individual attention to their students.
- Provide individuals an opportunity to participate in a variety of activities within the school.
- Promote and strengthen the partnership between families, community and the school.

Why Volunteer

Volunteering is an opportunity for you to show your children . . .

- Your interest in their school life.
- Your commitment to the community.
- Your belief that education is a partnership between family and school.
- Your belief that learning is a lifelong process.

Personal Benefits of Volunteering

- Experience the satisfaction of helping people.
- Develop new skills.
- Meet new and interesting people, develop new friendships.
- Share your time and talent.

Student Benefits

- Students will see a clear relationship between families, community and school.
- Students will develop a feeling that school is important because they see their parents and community showing an interest and becoming involved.
- Students' self-confidence improves when they notice the interest and involvement their families and community have in their school activities.
- Students are able to demonstrate firsthand their activities to their families and community.
- Statistics prove that students achieve at higher levels when their families are involved in their school activities.

VOLUNTEER PROCEDURES

Volunteer Application Process

All volunteers are required to complete or update their Volunteer Application, Confidentiality Agreement, and Volunteer Information Form annually. Additional documentation may be requested or required for specific assignments within the district. Once the application has been reviewed you will be contacted for assignment by district representative.

Sign-In

School day volunteers are required to stop in the office immediately upon entering the school. Volunteers are asked to sign-in each time they work at the school. The sign-in book is located in the office. For security reasons, and in case of an emergency, it is important for the principal to know who is in the school and why. After-hours volunteers, such as coaches, shall follow the procedure specified by their head coach or building principal.

Sign-Out/Logging Hours ?

Please be sure to record the time you volunteered and/or sign out in the office before you leave each visit. If you do volunteer work at home, keep track of the time and be sure these hours are recorded. Some volunteer programs require a specific log sheet, so be sure you understand the documentation requirements for your specific assignment. In addition, a record of our volunteer hours enables the school to evaluate its volunteer program and recognize volunteers for their contribution of time. The hours spent volunteering is an example of the commitment to quality education at our school.

Name Badges

Pick-up a name badge when you sign-in. By wearing a name badge designated for volunteers, you will immediately be recognized as a person whose specific purpose is to help the students and staff.

If You Must Cancel

Call the school/ supervising staff member as soon as possible if you are unable to come when expected.

GUIDELINES FOR VOLUNTEERING

Accept Direction

Accept direction and supervision. While recognizing that you are an important leader, you do not take the place of a staff member, but are a supplementary person who offers assistance and enrichment with your personal skill and competence.

Appearance

As representatives of Osceola School District, volunteers, like staff, are responsible for presenting a good image to students and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Assignment

If the assignment does not prove to be what you expected, please notify the supervising staff person. If you feel hesitant to discuss it with the staff person, please contact the school principal or program coordinator.

Be Dependable

Come when promised and on time. Students, staff and other volunteers count on you. If you are unable to keep a commitment, call the office and leave a message for the appropriate teacher, chairperson or volunteer services coordinator as far in advance as possible.

Communications

Keep good communications with staff, building volunteer services coordinator and other volunteers. Any question is a good question - be sure to ask! Make every effort to arrange a time to talk with the staff person when there are problems or questions. We welcome your comments.

Confidentiality

Information regarding our students is confidential. Osceola School District is regulated by state confidentiality rules and regulations. Confidentiality is important to the integrity of our program. It is important to respect the privacy of all students, staff and other volunteers. Never repeat anything you have heard or seen about individuals while volunteering. Discussing personal information regarding an adult student or underage student will be cause for disciplinary action and/or lead to termination of the volunteer.

Controlled Substances and Weapons

It is important that we are in compliance with the regulations of the State of Wisconsin which prohibits the manufacture, distribution, possession or use of controlled substances in the workplace. All schools in the district are drug-free, meaning that no alcohol, drugs or smoking are allowed. Weapons are not allowed at any time.

Discipline

Volunteers are expected to maintain order in their group or activity, but are not authorized to impose disciplinary action with students. Volunteers must report any problems with students' behavior to the supervising staff person. The professional staff of the school is always responsible for discipline.

District Policy Compliance

All volunteers are required to follow all school district policies at all times. Current policies may be reviewed on the district website: www.osceola.k12.wi.us. It shall be the responsibility of volunteers to seek out information on policies that may impact their role; district personnel cannot explicitly inform each volunteer of all policies.

Job Duties

It is important that all volunteers stay within the parameter of the assignment that the teacher or supervisor has directed. Consult with the teacher or supervisor if you have any question regarding your assignment.

Mandatory Reporting

Volunteers are considered "mandated reporters." That means, you must report when you have knowledge or reason to believe that a child is being or has been neglected or physically or sexually abused. Report any incident or suspicion immediately to a staff person.

Non-Discrimination Expectations

Our Osceola community is diverse. It is important that we work with one another positively and consider cultural, moral, and value differences of our students, families and staff. All religious, racial or sexual discrimination or harassment is a violation of federal and state law, and is in violation of school district policy.

Staff Responsibilities

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the direct supervision of the professional staff. The professional staff is responsible for everything that goes on in the building including student instruction, safety and discipline.

Student Contact

As a volunteer you will meet many students and will enjoy working with them! However, volunteers should not telephone students, communicate with them via text or other electronic means including social networking venues, visit them at their homes or meet students off school grounds without permission from the parents and/or school principal. In addition, when working with students, whether individually or in small groups, we recommend you work in a highly visible area. This is not only for the protection of students but volunteers as well.

Surveillance

The School District of Osceola employs the use of security cameras in a variety of areas in the buildings and grounds.

Tax Deductions

Some of your out-of-pocket expenses connected with volunteering may be deductible when you file your income tax. Consult with your tax advisor concerning your personal tax situation.

What *Not* to Do as a Volunteer

Volunteers supplement and support the program, but may not:

- have access to student permanent record files
- diagnose student needs
- make final evaluations on student achievement
- counsel students
- discuss student progress with parents

TIPS FOR WORKING WITH STUDENTS

- Call students by name; be friendly and caring.
- Be enthusiastic, patient and kind.
- Praise success.
- Be honest with students. It's OK to say, "I don't know."
- Be comfortable with silence. Allow student time to think and form answers.
- Do not give any student materials on your own without first discussing it with the teacher.
- Accept students as they are. Be sensitive to differences in background, culture, religion, values, vocabulary and aspirations.
- Never make a promise you can't fulfill.
- Do not eat candy, snacks or gum when working with students unless it is part of programming.
- Be dependable and prompt.
- Keep calm in an emergency.
- Maintain your sense of humor!
- And by all means, enjoy yourself! You have the opportunity to make a positive difference in someone's life! How wonderful is that?

Summary of Volunteer Responsibilities

1. Complete and submit all paperwork as specified above, and await official notification prior to starting in your volunteer assignment.
2. Sign-in when you enter school.
3. Wear your name badge at all times.
4. Ask questions.
7. Please let us know what kind of assignments you enjoy.

Volunteer Program Information

Osceola School District, PO Box 128 Middle School Drive, Osceola, WI 54020

Elementary Office-715-294-3457

Intermediate Office 715-294-2800

Middle School Office 715-294-4180

High School Office 715-294-2127

District Office 715-294-4140

Community Education Office 715-294-2127 ext. 407

www.osceola.k12.wi.us

EDUCATING FOR CHARACTER

Osceola's Core Values

- to show consideration for self, others and property.
- to carry out obligations in a dependable manner; to acknowledge the consequences and rewards of one's choices; to contribute to society.
- to show empathy, generosity, kindness, patience and sensitivity.
- to display honesty, perseverance, confidence, pride, trustworthiness, and the courage of one's convictions.
- to recognize and honor the dignity of each individual; to celebrate differences among culture, gender and ability; to work cooperatively with others and to resolve conflicts.

