A Special Welcome
From Superintendent Flones

Dear partners:

On behalf of Wenatchee School District, I want to thank you for contributing your talent to our students and staff. There is no stronger statement of parent and community support than the valuable time you invest in our youth – the leaders of tomorrow. From helping a young student to read, to working endless hours to help organize a district-wide career day for secondary students, and everything in between, you send a powerful message that you are invested in our community’s children and their education. You bring your own life experiences into the schools and enrich the lives of students and staff everyday.

Our Vision Statement is “We envision a Wenatchee renowned for making education personal and a local culture that values learning and is committed to success for all” and we hope that your experience will be enjoyable, and that you will come away with a sense of accomplishment – that you have made a difference by motivating a student and lending a helping hand.

Thank you so much for your service to others.

Brian Flones
Wenatchee School District Superintendent
Approximately 8,000 students attend Wenatchee schools in kindergarten through grade 12. Wenatchee offers a full range of services with seven elementary schools, three middle schools, and two high schools including an alternative high school and a Tech Center for grades 10-12. The district runs an Early Childhood Education program as part of its alternative high school too. In addition, Valley Academy of Learning is an alternative school focusing on individualized learning plans and a wide variety of experiences for enrolled students.

Wenatchee School District has approximately 1,700 registered volunteers. With the combination of outstanding teaching and support staff, parents, and community partners we can create a Wenatchee renowned for making learning personal.
Wenatchee Learns Connect is an online and in-person resource that cultivates partnerships between students, staff, businesses, citizens and parents. We connect resources to our schools through an online partnership (volunteer) portal, downtown partnership center, and career exploration and school sign in systems.

**Our Mission**
- Inspire students through career exploration and experiential learning opportunities;
- Engage parents in learning;
- Connect our community through business partnerships, skilled citizen-student volunteer and mentorship opportunities and;
- Support educators and staff with the best tools and resources to personalize learning.

**Our Vision**
"Connecting Wenatchee students, parents, staff and community by creating an engaging and personalized learning experience through meaningful partnerships, exceptional service, and innovative technology that inspires individual growth."

**Our Promise**
Make learning personal. Together.
Our Team

**Diana Haglund**  
Wenatchee Learns Coordinator  
haglund.d@wenatcheeschools.org

Diana spent the last decade working in higher education in media relations, admissions, alumni advancement and most recently as the Site Director of Central Washington University-Wenatchee. She and her husband Patrick own Haglund’s Trophies and have two young children, Alex and Ava.

**Melissa Hernández**  
Volunteer & Parent Involvement Coordinator  
hernandez.m@wenatcheeschools.org

Melissa has worked in the Wenatchee School District for over 16 years serving students and families as a Case Manager in the three middle schools, a teacher, coordinator for district wide Migrant Parent Advisory Council (PAC), host for weekly live radio show, coordinator for Family Advocate Team and facilitator for monthly community meetings. Melissa has two boys, Mikael – a college student at UW and Julian – a sophomore at WHS. In addition, her family has hosted four exchange students.

**Mike Wilson**  
Service Specialist  
wilson.m@wenatcheeschools.org

Mike has spent the last 12+ years at Wenatchee High School creating and facilitating programs for student success. In his words, “loving to work with students is a chronic disease, and may I never recover.” Mike has 5 great kids, all Wenatchee graduates.
Tapping the Power of our Community

By expanding the role of school-based educator to our citizen partners we can weave education into the fabric of our community. Enriching and personalizing learning through citizen-student connections will prepare our youth for the 21st Century and create well-rounded, community minded individuals. By becoming a community partner you’re investing in the economic future of our region by inspiring, engaging and igniting the “dream factor” in the next generation.

Partner (volunteer) - Definition
A person who reaches out beyond the confines of paid employment and normal responsibilities to contribute time and service to Wenatchee School District, in the belief that his/her activity is beneficial to students and staff, as well as satisfying to him/herself.

HOW PARTNERS MAKE AN IMPACT

Give back to your community by taking part in helping our youth reach their full career potential.

Bridge the skills gap of students coming out of high school by communicating what the real world needs.

Positively affect and directly address the region’s drop-out, graduation and unemployment rates.

Provide valuable support and assistance in the classroom and at school events.

Support student learning and success through encouragement.
Partner (Volunteer) Application Process

Whether you volunteer in a classroom, on a field trip or in other capacities, you must complete the Wenatchee Learns Partner (volunteer) Application. You only have to complete this application once.

Step 1: Go to wenatcheelearns.com

Step 2: Determine your registration category
- Individual Partner or Community Volunteer – Share time, talent, expertise with students and staff.
- Business/Organization – Local businesses and organizations are invited to register to provide mentors, guest speakers, internships and job shadowing opportunities and/or training for students and teachers.

Step 3: Complete the online registration application
- As part of the application process, you will create a User ID and Password. Please keep for future reference.
  User ID: ________________ Password: ____________
- You will be asked to agree to the terms of the Volunteer/Confidentiality Agreement, Volunteer Policy 5360

Step 4: Background check
A background check will be completed on all first-time partners (volunteers). This process typically takes 1-2 business days.

Managing Your Partner Account

Update your Partner profile yearly. To keep your record active, access your volunteer profile at least once per year, making necessary changes at that time.

Need assistance? If you do not have access to internet or have questions, please call Wenatchee Learns Connect at (509) 888-2828.
Partner Activity Guide

Choose to connect with our schools as a general partner by volunteering your time and talent or by participating in and/or offering career building activities through your business or organization. Here are some areas to help you choose how to get connected.

**TEAMMATE**
**General volunteers**

Teammates are volunteers that want to support personalized learning by helping in ways not connected to a career. Teammates ignite the dream factor in kids by providing a helping hand.

- Chaperons
- Classroom/Office Help
- School Activities
- Other

**GUIDES**
**Work-based learning**

Guides open a world of opportunity for students to test drive a career. Work-based learning allows students the chance to discover things they can’t learn in a classroom by experiencing them.

- Job Shadows (Side-kicks)
- Company Tours
- Mock Interviews
- Teacher Externships

**VIRTUAL CAREER COACH**
**Discussion board**

Respond to student questions online through a web discussion board relating to a particular career or company by providing advice and encouragement in their area of interest.

**GUEST PRESENTERS**

Guest presenters share information with students about their lives, careers, business, industry, cause or organization.

- Classroom
- Workshop
- Motivational
- Career and College
- Job fair
**MENTORS**

Mentors provides one-on-one support and encouragement to student(s). Mentors share information about their own career path, as well as provide guidance, motivation, emotional support, and role modeling.

- Lunch Buddies
- Tutoring
- College/Career Mentors

**TRAINER**

Give students real-world hands on experience by providing temporary learning experiences in a business, or organization. These opportunities can be for pay or a volunteer position.

- Internship (Protégé’)
- Part-time Job
- Special Needs Students
- Apprenticeships

**SERVICE LEARNING**

Offer students the ability to learn while paying it forward. Service learning can be one time or ongoing volunteering with non-profit and/or for profit organizations.

- Advisory Teams
- Senior Project
- Community Support\Service
- Humanitarian Projects

**PROJECT-BASED LEARNING (PBL)**

Project-based learning is a dynamic approach to learning in which students explore real-world problems and challenges. Examples of PBL projects or actives can be

- Local/Regional/Global
- Economic
- Societal
- Ecological
- Business Specific

**Choice and Flexibility**

You can update your partner preferences by logging into your online account at wenatcheelearns.com
Partner Expectations

Every partner (volunteer) must...

• Complete the required Partner(Volunteer) Application found online at wenatcheelearns.com and attend orientation and training sessions (in person or online) as needed. If you do not have access to the internet, paper applications and copies of the agreements can be found at any WSD schools, or by calling (509) 888-2828.

• Sign in/out upon arrival and departure using Sign In IPad system located in the school office.

• Wear your name tag at all times in the building during your volunteer activity.

• Be patient when working with students.

• Be flexible in responding to the needs of students and staff.

• Be a positive role model for students in attitude, behavior, language and dress. Let your conversations demonstrate respect for others, and avoid language that may be perceived as discriminatory.

• Be respectful of the school’s infrastructure, taking time to become familiar with the school and staff/students’ expectations.

• Notify a teacher, counselor or principal if a student confides to you about an abusive situation. Staff will do the necessary follow up.

• Do not present gifts or give food to individual students.

• Ensure positive closure. If you plan on ending your volunteer involvement before the assignment is complete, please notify the school staff and Wenatchee Learns Connect Volunteer & Parent Involvement Coordinator at 509.888.2828
Partners Should Expect

Partners (volunteers) must expect...

- Volunteer at a position that is worthwhile and challenging, with freedom to use existing skills and develop new ones.
- Have your position defined and receive orientation and training.
- Orientation/training opportunities with specific directions from school staff and/or WL Connect Volunteer & Parent Involvement Coordinator.
- Feel that you are an important part of the team by having your accomplishments recognized.
- An opportunity to receive constructive feedback on your performance.
- Have your skills and individual needs respected.
- Have the ability to refuse an assignment that you feel you are not trained or qualified to do. ...And, most importantly, expect to have fun and realize you are impacting a child’s life!
Wenatchee School District Partner (Volunteer) Confidentiality Agreement

As a partner (volunteer) assisting in the Wenatchee School District, you are acting on behalf of the District by the principal to act as a school official subject to the directions and control of the school’s administrators and teachers. As a school official, you may under limited circumstances have access to student education records and other information in connection with your authorized duties. Student education records include all records, files, documents and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades and test scores). By completing the partner (volunteer) application you agree to the confidentiality agreement requirements listed below.

You agree not to discuss with others, while serving as a volunteer or when no longer in a volunteer role, the content of any specific confidential student records nor disclose student education records, personally identifiable student information in such records, or other information regarding any student.

While in the possession and control of confidential student records, and while handling, distributing, organizing, mailing, or filing records, you understand that you must protect those documents from being viewed or obtained by non-authorized individuals.

You will never take any confidential student records off campus unless authorized by the school principal or his/her designee.

You must report any breach or suspected breach in the confidentiality of student records immediately upon discovery to the school principal or his/her designee. You understand and agree that failure to maintain the confidentiality of student education records, and information to which you are given access, may disqualify you from further service as a partner (volunteer) in the Wenatchee School District.

Wenatchee School District Volunteer Policy

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer’s responsibility for supervising students in school, on the play-ground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules. The superintendent shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures as specified for unsupervised volunteers as specified in Policy 5005.

Legal Reference: RCW: 43.43.830-840, WAC 446-20-285
What Every Partner Needs to Know

Relationships - For the protection of all, the relationship between you and all students with whom you volunteer must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or invitations to your home, is not permitted without a specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

Appropriate touching - Handshakes, “high five’s”, an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended.

Communication - Your conversations with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, religion, disability, age, national origin, or marital status. In addition, school personnel or partner cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

Discipline - Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

School safety plan - In the event of an emergency while you are on site (fire, earthquake, etc.) You need to be familiar with the Safety Plan of the building in which you volunteer.

Check in/out - All visitors, including partners, are required to sign in at the main office in the school and wear an identification badge while on campus.

Volunteer orientation & training - All volunteers will receive an electronic PDF of the Partner Guidebook. Orientation and training opportunities will be made available to all partners. For specific information about orientation sessions and the Partner Guidebook please call (509)888.2828.
Tips for Success

Learn names
A student’s name is your first contact point. Be sure that you pronounce and spell it correctly. Make sure the student knows your name as well.

Set the climate
By being alert and listening, you will develop sensitivity to the needs of the student. By being friendly and caring, you will be approachable. Your working relationship with each individual student will be your best tutoring tool. Always leave student with a word of encouragement and praise.

Allow the students to be themselves
Every student is unique. Make each one feel that he or she is an important, special person. Avoid comparing students with others in the school or in their families.

Allow discovery
Allow students time to think about their answers. Guide them by asking questions that will lead to correct responses. Remind the student that everyone makes mistakes….even you. Making mistakes and learning how to correct them is an important part of learning.

Follow the teacher’s lead
Keep the students headed in the direction set by the teacher. Hold them to the same class standards of behavior and work. Talk openly and often with the teacher to determine the expectations of your student and yourself as a volunteer. Remember that the teacher has the final responsibility for all planning, activities and discipline that occurs in the classroom. Share student concerns with the teacher or principal, but keep all confidential information about students within the school.

Be a positive role model
Keep your commitment. Children will expect you and look forward to you coming. If you know you will be gone, let teacher know in advance.
Learning Styles

Every person has a tendency to acquire skills or learn in a certain way. Even within a family, one child might learn best by doing while another learns best by hearing. Tutors can be more effective if they are aware of a child’s individual learning style. When a student does not understand a concept through one learning style, another can be used. For example, if a student struggles to understand material written on the board or in a book, then oral presentation may be more effective. Development of many learning styles gives students a better chance to learn.

Research shows that approximately 30% of elementary school-age children learn best through seeing, 25% learn best by hearing, and 15% learn best by touching and doing. The remaining 30% learn equally well by each method.

- **Visual learners** learn best by seeing information. Directions and assignments should be written.
- **Auditory learners** learn best by hearing the information. Questions and directions should be given orally.
- **Tactile learners** learn best through hands-on-activities. Task cards, computers, and math manipulatives provide effective methods.
- **Kinesthetic learners** learn best by experiencing information. Methods of presentation include acting, building, interviewing, role-playing, and observing.
Wenatchee School District’s Tip Reporting Service

Safety is our top priority. That is why we are now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration in four different ways:

1. **Phone**: 844.336.1964. School Code 1046
2. **Text**: ALERT1 or 253781. Begin your message with the phrase #1046 followed by your tip.
3. **Email**: 1046@alert1.us
4. **Web**: wenatchee-wa.safeschoolsalert.com

Anyone may easily report tips on bullying, harassment, drugs, vandalism or any safety issue of concern. Tips may be submitted anonymously too. Thanks in advance for helping to keep our school community safe place to work and learn. Together we do make a difference!
Guest & Partner (Volunteer) Sign In System

All guests and partners (volunteer) need to sign in at the school office upon arriving. Instead of a traditional sign in notebook you’ll now see an iPad® Kiosk. Signing in is easy:

1. Select “partner” from the welcome screen
2. Enter your contact information
3. Sign the partner agreement
4. Smile! Your picture is taken
5. Your temporary name badge prints with your picture and name.
6. Sign out when you’re done volunteering.
Decoding School Acronyms


**ELL** – English Language Learner. A formal way of describing students whose primary home language is not English.

**LAP** – Learning Assistance Program. A state-funded program to help students who need additional assistance in math and reading.

**MAP** – Measures of Academic Progress is a nationally norm-referenced assessment in areas of mathematics and reading given to all students in grades 4 through 9. This assessment is a good indicator of growth in learning over time.

**OSPI** – Washington State’s Office of Superintendent of Public Instruction, usually called the State Department of Education in other states. The State Superintendent of Schools, a statewide elected position, oversees this state agency which administers laws, rules, and regulations concerning K-12 public education. For more information, visit their website at www.k12.wa.us

**RCW** – Revised Code of Washington, the state laws that govern education.

**Title I** – A federal program that targets students who need additional assistance in reading or math.

**Title III** – A federal grant funding the program for second language learners.

**HSPE** - (High School Proficiency Exam) and **MSP** (Measure of Student Progress) grades 3-8, are new tests develop under Washington’s school improvement plan. The tests measure students’ progress on state standards in reading, writing, listening, mathematics and science. High school students must pass the reading and writing HSPE in order to graduate.
The Wenatchee School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries may be directed to RCW Officer/ADA Coordinator and Executive Director of Human Resources, Lisa Turner. Issues related to 504 and Title IX should be directed to Mark Helm, Executive Director of Student Services.

Lisa Turner, Executive Director of Human Resources
RCW Officer and ADA Coordinator

Mark Helm, Executive Director of Student Services
504 & Title IX Coordinator

Wenatchee School District No. 246
235 Sunset Ave.
Wenatchee, WA 98801
School Contact Information

Wenatchee School District
235 Sunset Ave.
Wenatchee, WA 98801
(509) 663-8161

Lewis & Clark Elementary
1130 N. Princeton Ave.
Wenatchee, WA 98801
(509) 663-5351

Columbia Elementary
600 Alaska St.
Wenatchee, WA 98801
(509) 662-7256

John Newbery Elementary
850 North Western Ave.
Wenatchee, WA 98801
(509) 664-8930

Abraham Lincoln Elementary
1224 Methow St.
Wenatchee, WA 98801
(509) 663-5710

Mission View Elementary
60 Terminal Ave.
Wenatchee, WA 98801
(509) 663-5851

Sunnyslope Elementary
3109 School St.
Wenatchee, WA 98801
(509) 662-8803

Washington Elementary
1401 Washington St.
Wenatchee, WA 98801
(509) 662-5504

Foothills Middle School
1410 Maple St.
Wenatchee, WA 98801
(509) 664-8961

Orchard Middle School
1024 Orchard Ave.
Wenatchee, WA 98801
(509) 662-7745

Pioneer Middle School
1620 Russell St.
Wenatchee, WA 98801
(509) 663-7171

Wenatchee High School
1101 Millerdale Ave.
Wenatchee, WA 98801
(509) 663-8117

WestSide High School
1510 Ninth St.
Wenatchee, WA 98801
(509) 663-7947

Valley Academy of Learning
1911 N. Wenatchee Ave.
Wenatchee, WA 98801
(509) 662-6417

Wenatchee Valley Technical Skills Center
327 East Penny Rd.
Wenatchee, WA 98801
(509) 662-8827