



## WESTWOOD ELEMENTARY

1155 Westwood Street • De Pere, WI 54115

Dr. Jason Lau - Principal • Mr. Scott Marsden - Associate Principal • (920) 337-1087 • FAX (920) 337-1091  
[www.wdpsd.com](http://www.wdpsd.com)

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Dear Volunteer,

Thank you for giving of your time to volunteer at the West De Pere Elementary Schools. We appreciate your help, which benefits the students in our learning community.

The West De Pere School District has developed policies to standardize volunteer information for the safety of our children. Please complete the attached information.

1. Personal information, which allows the District to conduct a background check.
2. A Computer Use Agreement, which indicates you understand the appropriate uses of District technology.
3. Review the Handbook, sign the last 2 pages and return it to the Westwood Office.

Again, thank you for helping our children and school. We look forward to working with you.

Sincerely,

Dr. Jason Lau  
Principal  
Westwood School

Mr. Scott Marsden  
Associate Principal  
Westwood School

## GUIDELINES FOR VOLUNTEERS

Thank you for sharing your time with the students at Westwood Elementary School. We have developed some guidelines that will help you help children and teachers. Please feel free to talk to the teachers you are working with or contact the office if you have any questions or concerns.

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1. Confidentiality: All information concerning children is confidential and should not be shared with others.
2. Volunteers need to be in the vicinity of a teacher when working with a child.
3. Please call the school if you are coming late or will be absent.
4. Please leave preschoolers at home. Try alternating babysitting with other volunteers.
5. Please avoid interrupting teachers while they are teaching. Questions and concerns can be addressed following instructional time.
6. Please bring any discipline problems to the attention of the teacher. Teachers will deal with discipline issues.
7. Please park in the West lot.
8. Please don't repeat stories and personal information that children share with you. Refrain from discussing children you work with or observe outside of school.
9. Feel free to use the staff restrooms.
10. The lounge facilities are there for you to use: microwave, coffee, refrigerator, tables and chairs.
11. Ask other volunteers or teachers for help when you need it.
12. Don't worry about making mistakes. We all make them
13. Attire should be neat, clean and comfortable – appropriate for an elementary school setting. Please remove your hat while in the building.
14. No political or religious preferences may be advocated.
15. The use of drugs, alcohol and tobacco is prohibited.

## **VOLUNTEER PROCEDURES**

1. All volunteers must submit to the School District of West De Pere background check prior to becoming a volunteer.
2. Fill out the information form.
3. Use the main entrance door. Sign in at the office when you arrive.
4. Wear a visitor name tag while you are in the building.
5. Sign out in the main office as you leave.
6. Please do not visit areas of the school other than the area you are scheduled to work in. If you need to see other teachers or staff members, please make an appointment to do so.

Volunteers follow the regulations (policies) of the School District of West De Pere. They are aware of the philosophies of the elementary schools and are committed to volunteering. Volunteers are dependable and prompt. Volunteers maintain a professional attitude toward confidential information.

**ALL VOLUNTEERS MUST LOG IN VIA THE VOLUNTEER SIGN-IN BOOK LOCATED AT EACH OF THE SCHOOL OFFICES. WHEN YOUR DUTIES FOR THE DAY ARE COMPLETED, YOU ALSO MUST SIGN OUT. PLEASE REMEMBER TO DO THIS EACH TIME YOU VISIT OUR SCHOOLS.**

### **INFORMATION ABOUT SCHOOL PROCEDURES**

#### **FIRE DRILLS/TORNADO DRILLS**

If a fire drill occurs during the time you are volunteering, please follow the procedure that the classroom teacher follows. Teachers will direct you.

#### **FIRST AIDE/ILLNESS**

If a student is injured or becomes ill during your time with them, refer them to the office and inform the classroom teachers of what occurred.

#### **INCLEMENT WEATHER**

In case of inclement weather, school closings are broadcast over the local radio and television stations. If school is closed because of weather conditions, all activities are cancelled.

#### **STUDENT MEDICATION**

All medications are distributed by office personnel. This includes prescription and non-prescription medications. If a student needs medication, the office will take care of those needs.

## **VOLUNTEER HANDBOOK**

### THE IMPORTANCE OF VOLUNTEERS

Volunteers play an important part in the total education setting at the West De Pere Elementary Schools. This pamphlet is written for volunteers wishing to devote time to our schools.

### CODE OF ETHICS FOR VOLUNTEERS

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am asked to do. I will keep confidential matters confidential. I interpret "volunteer" to mean I have agreed to work without compensation in money; but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work.

I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, and to bring to it interest and attention. I realize that I have assets that my co-workers may not have and that I should use these to enrich the students for whom we are working together. I realize that I may lack assets that my co-workers have, but I will not let this make me feel inadequate but will endeavor to assist in developing teamwork and an attitude of respect for individual differences.

### **THE TEACHING TEAM**

The teaching team is made up of all personnel – each with his or her own responsibilities. All areas relate to one another to provide a quality education for the children of our school district.

The principal is the administrator of all school activities. The principal is the overall supervisor of the volunteer program.

Teachers make requests for volunteers. Teachers assign tasks and direct the volunteers in these tasks through specific instructions. Teachers help to make volunteering a meaningful experience.

### **NO CHILD IS EVER TO BE DISCUSSED OUTSIDE OF SCHOOL**

Partiality to students should not be shown. Additional policies related to students will be found later in this booklet. Violation of policies and procedures may result in dismissal of volunteer.

## **BASIC GUIDELINES FOR VOLUNTEERS**

1. Know the names of your students as soon as possible.
2. Work with the students in a positive way.
3. Do not show partiality.
4. Try to understand what each student needs.
5. Listen intentionally.
6. Be honest.
7. Keep promises.
8. Keep to the business at hand.
9. Be calm and unhurried.
10. Be sincere.
11. Be a good role model.
12. Refer personal problems of students to the teachers – don't become a counselor.
13. Do not give gifts to individual students.
14. Let the teacher handle disciplinary problems.
15. Talk to the teacher often.

## **SOME KINDLY ADVICE**

1. Do not belittle or compare children. Praise everything you can possibly praise.
2. Report any discipline issues to the teacher immediately.
3. Discuss any criticism or disagreements directly with the person involved and in a confidential manner. If this does not resolve your concern, make an appointment to speak with an administrator.
4. Do not discuss children in front of their peers, parents, or other teachers. Make sure you treat any discussion of these issues as confidential.

## WESTWOOD VOLUNTEER INFORMATION

Volunteer Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Volunteering:

Weekly \_\_\_\_\_

Monthly \_\_\_\_\_

When Needed \_\_\_\_\_

I have reviewed the West De Pere Elementary  
Schools Volunteer Handbook.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

In order to provide a safe environment for our students, we reserve the right to check references and review relevant public documents regarding criminal activity of any employee, prospective employee, or volunteer who may have contact with our students. For this reason, please provide information as requested below:

Name \_\_\_\_\_  
Last First Middle Maiden Name(s) / Former Name(s)

Current Address \_\_\_\_\_  
Street City State Zip Code

List ALL former addresses, including those outside of Wisconsin, since the age of 18:

Street City State Zip Code Street City State Zip Code

Street City State Zip Code Street City State Zip Code

Street City State Zip Code Street City State Zip Code

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Race (Circle One): White Black Asian or Pacific Islander American Indian or Alaskan Native  
*Race is REQUIRED for processing*

List state(s) of former residency outside of Wisconsin (since the age of 18) \_\_\_\_\_

I acknowledge the pending arrests or charges, and all past convictions and charges listed below:  
(date, location, and offense) Please note: Pending charges or past convictions are not an automatic bar to employment but will be considered to the extent they bear a substantial relationship to the position. If you fail to list all charges and arrests you risk denial of volunteering and/or of the position you are applying for at West De Pere Schools.  
Use the back of the form if more room is needed.

I authorize the School District of West De Pere, in De Pere, Wisconsin, to make any inquiry of or receive any information from any person or organization regarding my suitability for employment, and do hereby expressly give permission to these persons or organizations to provide such information. Such inquiries may include, but are not limited to, the verification of any information set forth in this application, the quality and quantity of my work, my work history and medical records, and my character, qualifications, and background. In consideration for the cooperation extended to the School District of West De Pere by release of such information, I forever waive, release, and covenant not to sue any person or organization, including the School District of West De Pere and its agents and employees, for providing, obtaining, verifying, or otherwise acting upon such information. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns and successors in interest forever. I do so understanding that the information obtained may be such as to disqualify me for employment, result in rejection of my application, or my dismissal from employment. I understand that such information is sought with confidentiality, and I will not request copies thereof. I certify that all information provided herein is accurate to the best of my knowledge, information and belief, and I acknowledge that any false statements, incomplete statements, or misrepresentations may subject me to disqualification, rejection, or dismissal at any time. A copy of this authorization shall be as effective as the original for the purposes stated above. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice and without cause, subject to the terms of an applicable contract, if any. I understand that I may be required to undergo drug testing either pre-employment or as a condition of an offer of employment. I further understand that any offer of employment may also be conditioned upon the results of a physical examination. I HAVE READ AND UNDERSTAND THE FOREGOING CERTIFICATION, AND SIGN BELOW VOLUNTARILY AND WITH KNOWLEDGE OF ITS CONTENTS.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This form is maintained separate from the application and is used only for background check. The School District of West De Pere is an equal opportunity employer and adheres to Title IX regulations and section 504 of the Vocational Rehabilitation Act of 1972.