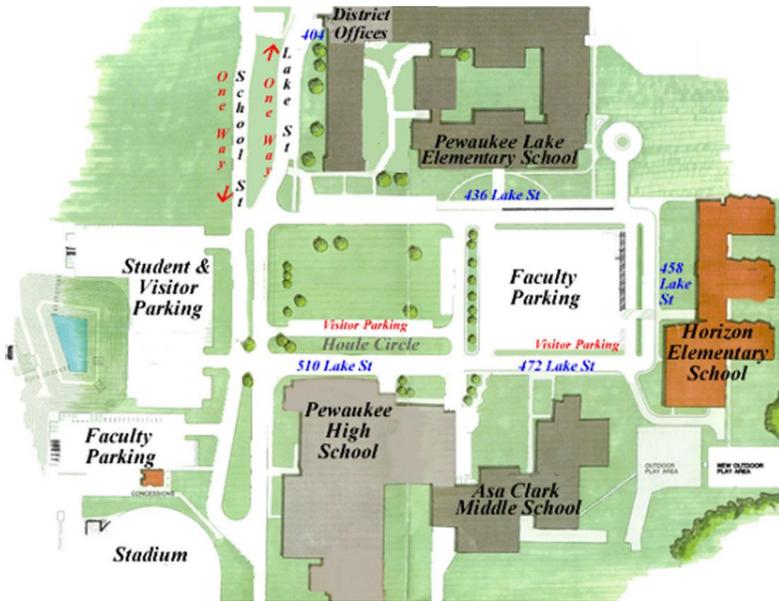


PARKING AREAS ON CAMPUS

Volunteers may park in designated areas only. Upon check-in, you will be given a parking permit to be displayed in your car. The District is not responsible for any parking tickets incurred by the volunteers while on or off school property.



HOW DO I APPLY TO BE A VOLUNTEER

Volunteer registration forms, which can be accessed on-line or picked up at the District Office, must be completed by each volunteer. Visit the district's website at <http://pewaukee.schoolwires.net/Domain/57> or call 262-701-5513 to speak with the Volunteer Coordinator directly.

Before your assignment begins, the following will be completed:

- Application indicating your areas of interest
- A brief orientation and training of support strategies for the Math Mentoring, Expert Listener and Library/Book Room areas.
- A background check

Pewaukee School District
404 Lake Street, Pewaukee, WI 53072
262-691-2100

Volunteer Handbook

Our schools cannot work alone to meet the differing needs of all students. The community assumes a shared approach to education in which parents, citizens, government, business and community groups pitch in to help our schools' to nurture and inspire our students. It takes a community to raise a child and we appreciate the hundreds of volunteers who are part of this dynamic team.



Math Mentor volunteer parent and student reviewing math strategies.



"The best way to find yourself is to lose yourself in the service of others" ~ Gandhi

SCHOOL GUEST POLICY

Every volunteer to any school building must register at the school office upon entering the building. There are laptops at each office where you will be asked to enter your name, reason for your visit and location of your work. Each school's secretary is responsible for issuing every authorized volunteer a school guest lanyard. Please display this lanyard during the entire length of your visit. Upon signing out at the end of your visit, turn in your lanyard.

SCHOOL CANCELLATION

If school is cancelled or students are released early because of weather or an unanticipated situation, announcements will be aired on the following radio stations WTMJ, WTKI, WISN TV 12, WDJT TV 58, FOX WITI TV 6, WTKM AM/FM. And a call will be sent to all parents of students and staff via School Messenger.

CALLING IN SICK

If you are unable to make your scheduled volunteer time, please attempt to replace your slot with another volunteer from the list provided. If you cannot find a substitute, contact the Volunteer Coordinator at 262-701-5513 or your teacher. Students and teachers depend on you and look forward to your visit.

CONFIDENTIALITY

Volunteers are expected and required to keep all student information that they obtain while working for the district confidential. Federal law prohibits school district employees and volunteers from releasing information without permission. This includes all academic, medical and personal information.

STUDENT DISCIPLINE

As with employees, volunteers should not discipline students. It is the teacher's responsibility because our schools have detailed plans and the responsibility lies with the professional staff.

CAN I HUG A STUDENT?

Some students, especially at the elementary level, will naturally become attached and affectionate toward you, and many students are craving affection and attention, so it is important that you handle the situation with sensitivity. Plus, you'll want to celebrate hurdles as the student improves,, so use high fives, pats on the back or carefully put your arms around the student's shoulder for a side hug.

BENEFITS OF BEING A VOLUNTEER

School volunteers include parents, grandparents, retired citizens, college students, members of churches and civic groups and other community members who are motivated by a desire to share their time, talents and energy, and have time to give regularly or on a request basis. In 2011, volunteers donated over 11,000 hours between our 4 schools.

BENEFITS TO THE STUDENTS

- Individualized help with studies
- Better grades
- Increased confidence and self-esteem
- Decades of research shows that when parents and volunteers are involved, students have the following:
 - o Higher grades, test scores and graduation rates
 - o Better school attendance
 - o Increased motivation
 - o Lowers rates of suspension
 - o Decreased use of drugs and alcohol

BENEFITS FOR THE SCHOOLS

- Increased capacity to better serve a wider variety of student needs
- Enrichment of the curriculum
- Stronger ties to the community
- Increased one-on-one practice for struggling students
- Improved student behavior
- Assistance to teachers and staff

BENEFITS FOR THE VOLUNTEERS

- The chance to serve as role models and inspire future generations
- A clearer understanding of the schools and curriculum
- Opportunities to meet new people
- Increases your own sensitivity to the challenges of young people
- Increased self-confidence as a valuable mentor

It is necessary to approach volunteer work with a sense of commitment, open-mindedness and flexibility as each teacher has their own routines, resourcefulness and initiative. By doing so, volunteering will enhance the students' educational experience and will be a rewarding experience to you as well.

CHARACTERISTICS OF CHILDREN

ELEMENTARY SCHOOL

- Energetic, overactive, enthusiastic
- Usually likes their teacher
- Wants to be loved, praised and wants to be first
- Tires easily
- Increasing fine motor skills
- Eager to please adults they admire and thrive from positive reinforcement
- Becoming more independent of home and parents

MIDDLE SCHOOL

- Needs feelings of belonging and acceptance
- Turned off by nagging and being talked down to
- Very antagonistic and teasing of the opposite sex
- Differ widely in physical maturity
- Often frustrated when they don't measure up to expectations of others
- Learning to think abstractly
- Want to be helpful and want to make their own decisions
- Often over-critical, rebellious and uncooperative

LEARNING STYLES

Just like no two snowflakes are alike, each student within a classroom may respond to different teaching techniques to learn. Most people use all their senses when learning, however, one sense generally dominates. Here are some descriptions and suggestions that you may find helpful when working with students:

AUDITORY LEARNERS

- They learn best through verbal demonstrations
- They prefer to talk about a situation and enjoy listening to themselves talk
- Read instructions aloud to these learners
- Have them repeat instructions to you
- If the student is having difficulty understanding, rephrase instructions

VISUAL LEARNERS

- They learn best by observing
- They prefer to watch demonstrations
- They like to write, doodle, and study the environment
- Keep a copy of the written instructions, charts, etc in front of these learners
- Use visual cues for references (maps, charts, pictures)
- Try having students draw or write problems on paper
- Encourage students to use their homework notebook to remember assignments

TACTILE LEARNERS

- They learn best by doing
- They remember best by what they did, not by what they saw or heard
- They need many breaks when studying and are easily distracted when they are not able to move
- Have students use manipulatives when possible, such as money or blocks with math problems

POLICIES AND PROCEDURES

ROUTINE PROCEDURES

- Check-in at the office upon arrival and departure
- Display your school ID while on campus
- Share your ideas. There is always room for improvement, so don't hesitate to contact the volunteer coordinator with your observations and positive ideas regarding your time spent at the school.
- Please be prompt.
- Clothing should be neat, clean and appropriate for the classroom project. Remember, you are a role model.
- Please leave siblings not registered for the class at home to better focus on the important tasks and students you are responsible for.
- If you have questions/concerns about the student's behavior or instructional curriculum, inform the teacher or the volunteer coordinator who will forward your comments to the teacher.
- If you have questions or comments about volunteering, ask the volunteer coordinator, however, if you have questions/concerns about a teacher's conduct or school procedures, you may also contact the principal.

WELCOME FROM YOUR VOLUNTEER COORDINATOR

Volunteers are a gift to the community and specifically to our school district. The variety of talents, level of enthusiasm, and support is greatly appreciated by the students, the faculty and ultimately, the parents of the district whose children reap the benefits of your help. Volunteer qualities include patience, flexibility, creativity, promptness, a love of children and a passion for education, plus a cooperative attitude with faculty and staff.

We offer opportunities to serve as a Math Mentor, Expert Listener with the reading program, within the classroom, as fieldtrip chaperones, at Camp Whitcomb, in the Library, and for clerical assistance such as making copies for the office or project preparation for art class.

After the application process is complete, you may attend orientation and training which offers strategies to help students with math and reading comprehension. And the end of the year, we'll ask for your feedback to best improve our program and invite you to our annual Volunteer Appreciation Event.

PEWAUKEE LAKE ELEMENTARY - 436 Lake Street, 262-691-2100

Principal	Robin Wilson	5063
Associate Principal	John Vitale	5064
Secretary	Jo Ann Kossow	5062
Secretary	Julie Beaudoin	5054
Instructional Coach	Cheryl Panka	5481

HORIZON ELEMENTARY - 458 Lake Street, 262-695-2100

Principal	Pete Gull	5052
Associate Principal	Jodi Swanson	5079
Secretary	Naomi Stewart	5051
Literacy Coach	Sarah Smith	5529

DISTRICT OFFICE – 404 Lake Street, 262-691-2100

Superintendent	JoAnn Sternke	5046
Executive Assistant	Julie Toole	5037
Volunteer Coordinator	Christine Baar	701-5513 baarchr@ pewaukeeschools.org

Facebook: "PewaukeeSchools" Twitter: "@PewaukeeSD"

RESTROOMS

Staff restrooms are available to volunteers. We ask that you not use the student restrooms or accompany students into the restrooms.

CHILD ABUSE AND NEGLECT

Where there is reasonable cause to believe that a child has been abused or neglected, school personnel are required to act in accordance with state law and report suspected cases to the appropriate authorities. Volunteers should verbally or in writing, alert the teacher they are volunteering for.

ACCIDENT REPORTING

Any District volunteer who experiences an accident or injury to him/herself on school premises or while attending a school sponsored, off-campus activity, must complete an accident report form and submit it to Human Resources.

Any student accident occurring on school premises or during a school sponsored activity off campus shall be reported in writing to health room staff. Injuries include anything more than those needing a band aid. If you encounter blood or another other bodily fluid, do not attempt to clean it. Contact the teacher you are working with as they have been trained how to proceed.

MEDICATION

Medical treatment of any student is the responsibility of the school nurse. Do not assist in administration of medication to a child. If a child becomes ill, inform the teacher.

REGULATIONS

Smoking, alcohol and drugs, profanity and firearms are prohibited on school district premises, including all buildings, grounds and property of the District. Cell phone use is discouraged in the schools due to distraction to students and yourself. Please turn off your phone or put on vibrate to avoid distractions.

VOLUNTEER BACKGROUND CHECK

In order to provide for the safety and well-being of the students at the Pewaukee School District, the Board of Education requires a background check for all volunteers. Background checks will be conducted prior to the individual's first assignment in the District. This is crucial to protect the safety of our students as well as the liability of the District. Background checks last 3 years from the date approved.