

# ***Elcho School District***

## **Volunteer Handbook**

**2025-2026**



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### **Administrative Staff**

Rachel Lemanczyk, District Administrator/Director of Special Education

Paige Zutavern, PK-12 Building Principal

Lynn Walters, Activities Director

Alyssa Carlson, Director of Curriculum & Instruction

Trevor Raskie, IT Director

Bob Jensen, Director of Building & Grounds

Hope Pence, Business Office Assistant

Becca Siemers, Building Secretary

Ann Schmidt, Office Assistant/ ELC Coordinator

Welcome to the Elcho School District

As a district, we serve families with children as young as six weeks old within our Early Learning Center, and within our education setting, we meet the needs of school-aged children from 4K to 12th grade. On behalf of the Elcho School Board, Administration, staff, and students, thank you for your willingness to give of your time and energy to support the school. As a volunteer, you can make a positive difference in the lives of our children.

Please reach out to your child(ren)'s teacher if you have any questions or would like to volunteer.

### **DISTRICT VALUES**

Respect \* Integrity \* Responsibility \* Family \* Empathy \* Perseverance \* Tradition

### **BELIEF STATEMENT**

We believe that relationships are critical to the success of our district. We believe that all students are capable of doing their best, and that everyone's best looks different. We have high expectations for all students and recognize that mistakes are an opportunity to learn.

### **VISION STATEMENT**

Together, we provide opportunities for every student, every day, in a safe and responsive learning environment.

### **MISSION STATEMENT**

The mission of the Elcho School District is that all students will graduate with the skills and knowledge necessary to be prepared for their journey through their career, college, and life.

### **What is a volunteer?**

Under Board Policy 8120, the Board recognizes that certain programs and activities can be enhanced through the use of volunteers with particular knowledge or skill.

As a volunteer, I:

- Agree to abide by all Board policies and District guidelines while on duty as a volunteer
- Agree to abide by the Student/ Family Handbook policies and guidelines while volunteering
- Will be covered under the District's liability policy, but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation

*In accepting the role of volunteer, you agree that a background check may be conducted through appropriate State agencies or other applicable means, AND the results of the background check must be satisfactory.*

Volunteers are not substitutes for teachers or paraprofessionals and must work under the guidance and supervision of school staff. Volunteers should strive to create a positive and supportive environment for students. Volunteers are an extension of the school community and are expected to follow all school rules on and off school premises.

A volunteer is defined as an individual performing services who does not receive compensation. Individuals who volunteer to perform services for the School District are not "employees" for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). An individual is a volunteer so long as the individual is not regularly employed to perform the same services for the District and does not receive compensation other than expenses or recognition gifts.

If you have a concern, please report your concern or issue to the Building Principal immediately.

### **Purpose of Volunteers**

- Supplement the work of classroom teachers, upon their request, under their supervision, and with the approval of the school administration
- Provide individual attention for students through tutoring and/or small group projects under the direction of the school staff
- Provide enrichment experiences to supplement the educational program
- Provide assistance for the school staff in non-academic areas where student contact may or may not exist
- Supervise groups of students on school-sponsored activities and/or field trips
- Promote better school-community relations by enhancing community understanding
- Develop improved public relations for local, state, and national educational endeavors

### **How to Volunteer**

The volunteer program of the Elcho School District is supervised and managed by the District Administrator per District needs. Specific volunteer assignments are arranged for and directly supervised by teachers and various program supervisors, under the direction of the District Administrator.

Individuals interested in volunteering in the school district are invited to contact the school office at 715-275-3225 ext. 1000 to complete a volunteer agreement and consent to a background check.

### **Volunteer Positions**

The need for a volunteer may vary depending on the time of year and the needs of students. Volunteer activities can be done in a supervised or unsupervised capacity, but **all** volunteer opportunities require the volunteer to submit to a criminal background check and be approved to volunteer after the results of the criminal background check. Volunteers may indicate acceptance of this condition on the last page of this handbook, which should be turned in to the school secretary.

Volunteers for extracurricular activities, including practices and games, are allowed ONLY if the Head Coach specifically requests assistance and the volunteer process is followed. If not requested, parents/guardians are not permitted to watch practices, including being in the gym, walking the course during the golf season, or interacting with students at their respective fields.

### Supervised Activities

Activities in this category will always occur under the direction and supervision of the School District's staff members. Items listed below are meant to give volunteers an idea of the areas where their service could be used. This list is not comprehensive, and any questions about activities not listed here should be directed to the 4K-12 Principal.

- \* Activities that do not involve direct contact with students (assembling mailings, coordinating events, preparing bulletin boards, etc.)
- \* Assisting teachers with in-classroom activities (reading with a student, tutoring individual students or small groups, helping with special projects, etc.)
- \* Helping with special events in the schools (carnivals, literacy events, etc.)
- \* Acting as a special speaker for a class or special event (speaking about career opportunities, positive choices, or safety issues, demonstrating science experiments, etc.)
- \* Working in areas of the school other than the classroom (checking out books in the library, acting as lab monitor, etc.)

### Unsupervised Activities

Activities in this category will always occur under the direction of School District staff members, but may not be directly supervised by those staff members. Examples of unsupervised activities are:

- \* Volunteer athletic coaches and advisors of other extracurricular activities
- \* Chaperones of field trips where no staff person is attending (FFA field trips, etc.) or when a staff member also has a group of students on the field trip
- \* Child care provider during parent events (Parent/Teacher Conferences, parenting workshops, etc.)
- \* Group activities during the school day that may be confidential

### **Criminal Background Checks**

For the safety and security of our students, a criminal background check will be completed by the office personnel. Information obtained in the process will be kept in the strictest confidence.

A criminal record does not necessarily mean that a volunteer will be prevented from serving in the schools. An individual whose criminal background check record reflects a crime that has a nexus to the type of volunteer work applied for, as determined by the District Administrator, will be refused as a volunteer for both supervised and unsupervised Activities.

An automatic denial to volunteer would be any situation involving any incident of domestic abuse/conduct, neglect, or abuse of a child, and any felony involving a child. Depending on the nature of an open case, the ability to volunteer may be on hold until the case is resolved. If there is a question as to whether or not a crime has a nexus to a volunteer activity, please contact the District Administrator.

### **Code of Ethics and Confidentiality**

Do not discuss individual children outside of school. Do not compare children within the school. Never publicly discuss parents, children, teachers, or other volunteers. You may see confidential records of children in the classroom, staff room, or office. Under no circumstances should you repeat any of this information.

### **Dependability**

The staff you work with will depend on you to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the school office as soon as possible so that arrangements can be made to accommodate the need.

### **Sign-In**

All visitors to the schools, including volunteers, are required to report to the office each time they visit during normal school hours. At that time, volunteers will be given a badge to wear. The badge will signify to the staff that a volunteer is in the building and to the students that there is one more caring adult available to them. If a volunteer is seen in the building without a badge, that volunteer will be asked to go immediately to the building office to check in.

### **Dress/Attire**

Volunteers shall be physically clean and neat, dress in a manner consistent with their responsibilities, be conservative and professional in appearance, and not disrupt the educational process. Additionally, volunteers should follow the student dress code outlined in the Student/Family Handbook. If a volunteer is not properly dressed, they will be asked to leave for that day/event.

### **Cell Phone Usage**

Volunteers are encouraged to keep their personal cell phones close to them during the school day so that they can be reached in case of emergencies. At the same time, volunteers are expected to model the appropriate behavior and conduct we expect to see in our students regarding personal cell phone use during the school day.

While class is in session, it is expected that volunteers will keep their personal electronic device usage to a minimum as much as possible and take care of any personal matters outside of volunteer time. Volunteers should communicate with the office in emergencies if any personal matters must be addressed while the class is in session.

### **Conduct of Students**

The Board of Education establishes regulations regarding student conduct. Students are expected to comply with regulations of the school; to obey promptly all directions of the school staff; to observe good order, and to conduct themselves at school or at school-related activities in such a manner that their conduct neither harms nor brings discredit to the school district. For a complete list of student expectations, please review the 2025-2026 Student and Family Handbook.

### **Drugs - Alcohol – Smoking - E-Cigarettes- Vaporizers- Weapons**

The possession, purchasing, sale, and/or use of illegal (or related) drugs or drug paraphernalia, alcohol, or weapons on school grounds is strictly prohibited. Smoking, vaping, and tobacco use are prohibited everywhere on school property at all times. If a volunteer is violating these guidelines, they will be asked to leave and potentially will not be allowed to volunteer in the future.

### **What Volunteers Cannot Do?**

Administer Discipline - If you have concerns about anything you see in the classroom or on school grounds, speak to the teacher or school building administrator.

Interrogate Students or Investigate Problems - Please report any problems to a staff member or school building administrator.

Administer Medications - Please refer any matter to the school nurse or building office.

Transport Students - Volunteers should never transport students in their own personal vehicles to practices, competitions, field trips, meals or activities before scheduled events, or other school events. Students are only to be transported by school employees in school approved transportation (i.e. van, SUV, buses, etc.)

Cleanup Bodily Fluids - Volunteers should not be involved in the cleanup of bodily fluids. In the case of a life-threatening situation, volunteers should first attempt to alert school personnel. If it is necessary for them to take immediate action, they should exercise all reasonable precautionary measures. School personnel should be notified as soon as possible.

### **Insurance**

School volunteers are included in the school's liability insurance policy. Personal items that are lost, stolen, or damaged are not covered under any school insurance. Volunteers are advised to leave valuables at home or securely lock them in an assigned area of the school.

### **Student Accident Report Procedures**

If an accident or physical injury to a student occurs while under your supervision, please let the school office know as soon as possible. You will be asked to complete an accident report detailing the event.

### **Injury While Volunteering**

If injured while volunteering, report immediately to the office to complete an accident report.

### **Bloodborne Pathogens**

Volunteers are advised to observe certain precautions in order to prevent direct and indirect transmission of infectious diseases. These precautions are based on recommendations from the U.S. Centers for Disease Control and are referred to as universal precautions. This approach to infection control requires that you consider every person, all blood, and most body fluids to be a potential carrier of infectious diseases. These universal precautions include the following:

1. To routinely use appropriate barrier precautions that will prevent skin and mucous membrane exposure, if and when there is contact with blood or other body fluids. Latex gloves will be available and worn by all employees in cleaning up blood and body fluid spills. Gloves must be changed after contact with each individual. Gowns or aprons and other protective devices, such as eye and mask protection, must be worn when splashes of blood or other body fluids are reasonably anticipated.
2. If hands are contaminated with blood or other body fluids, they must be washed with soap and disinfectant immediately. Hands must also be washed immediately after the removal of gloves. Good handwashing practices of using soap and running water after exposure to body fluids (including routine use of the toilet) are to be utilized.
3. Any sharp instruments, such as needles, must be placed in a sharps container for disposal.
4. Mouthpieces, resuscitation bags, or other ventilation devices may be available for use in areas where resuscitation is possible.
5. Surfaces contaminated with blood or body fluids must be cleaned with a solution made from a one-to-ten dilution of household bleach (made daily) or equivalent commercial disinfectant.
6. Nurses and trainers who have exudative lesions or weeping dermatitis must refrain from direct care of students/employees until the condition resolves. Open lesions on students and employees will be covered when possible.
7. Linen soiled by bodily fluid must be bagged and washed separately in hot water with detergent and bleach.
8. Body fluids may be disposed of in the normal sewage system or in a Biohazard Bag along with disposable materials such as gloves and paper towels. Seal the Biohazard

Bag before placing it for pickup by the custodian.

In addition, based on information from the American Academy of Pediatrics, the following points should also be considered concerning athletic injuries. In life-threatening situations, care should not be delayed because gloves or other protective equipment are not available. If the caregiver wishes to wear gloves and none are readily available, a bulky towel may be used to cover the wound until an off-the-field location is reached where gloves can be used during more definitive treatment.

### **Mandated Reporting of Child Abuse and Neglect: Summary**

*The following is a summary of the training information provided by the Langlade County Department of Social Services. It is intended to provide an overview and reference, and therefore may not provide all of the information an employee needs to address a situation of concern. Further information can be obtained from your supervisor or by contacting the Langlade County Department of Social Services directly.*

Volunteers may observe or hear about situations that may need to be reported as potential child abuse/neglect:

- Situations in which you suspect child abuse or neglect have occurred;
- Situations in which you have reason to believe that a child has been threatened with abuse or neglect, and that it may occur.

These concerns should be reported to the building principal or school counselor as soon as possible. They may assist you in completing a report.

### **Reporting Abuse or Neglect**

- Normal business hours: Access worker with Langlade County Dept. of Social Services, by phoning 715-627-6500 and dialing zero to speak to the operator
- After hours, weekends, and holidays: Contact Law Enforcement at 715-627-6411, and the on-call worker will be contacted if necessary
- Assistance can be provided by the principal, school counselor, or their designee, if needed, to make a full report

### **What to Report**

- Victim's name, age, parents' address, phone number, siblings, and others living in the home
- The school where the child attends, the place of employment, and the hours for the parent
- Domestic violence, drug or alcohol issues, and other concerns for the family
- Basis for concern - why are you calling
- Any safety concerns for the worker - Should Law Enforcement assist? Are there animals that workers should be concerned with
- Your name, address, and phone number

### **What will happen?**

The county agency will:

- Gather information from the reporter
- Determine whether the information constitutes a report
- Determine the urgency of the report and response time
- Determine whether to involve law enforcement in the investigation

### **Mandated Reporting of Child Abuse and Neglect: Definition**

Physical Abuse is defined in Wisconsin Chapter 48 (the Children's Code) as physical injury inflicted on a child by other than accidental means. Examples include unexplained lacerations, fractured bones, burns, internal injuries, frequent and severe bruising, or other bodily injuries. Physical abuse is any injury or physical condition that imperils a child's health or welfare.

While a child could be intentionally injured on any part of their body, most suspicious locations include:

- Backside of the body
- Buttocks
- Inner thighs
- Upper part of arms
- Torso
- Genitalia
- Neck
- Ears
- Soft part of the cheek
- Bottom of feet

**Emotional Abuse:** A pattern of behavior that takes place over an extended period, where a parent fails to give proper love, direction, encouragement, and acceptance. This behavior is characterized by intimidating, belittling, and constantly ignoring the child, and otherwise damaging interactions that affect a child's healthy emotional development.

- Shall be evidenced by one or more of the following characteristics exhibited to a severe degree: anxiety; depression; withdrawal; outward aggressive behavior.

**Sexual Abuse:** Exploitation of a child for the sexual gratification of an adult or person older than the child. This includes any act designed to stimulate the child or perpetrator and/or the use of coercion, deceit, and manipulation to achieve power over the child. Child sexual abuse includes the following components:

- Difference in size or age.
- Difference in cognitive abilities.
- Threats and/or the use of coercion to keep the incident a secret.
- No child under the age of 16 can give consent for sexual contact.
- It is a felony to have sexual contact with a child under the age of 16.

### **Mandated Reporting of Child Abuse and Neglect: Summary**

**Neglect:** Means failure, refusal, or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child to provide necessary care, food, clothing, medical or dental care, or shelter to seriously endanger the physical health of the child. Forms of Neglect:

- Physical Neglect
- Inadequate Supervision
- Failure to Thrive
- Medical Neglect
- Chronic neglect
- Unborn Child
- Any Newly Recognized Forms of Neglect
- Domestic Violence
- Drug Endangered Children (DEC)

**Physical Neglect:** Unstable living conditions, deplorable conditions such as broken windows, no running/working toilet, no gas/electricity, exposed wires, little or no available food, medication or poison is accessible, narcotics, knives, and guns accessible to a child, or fire risk.

**Inadequate Supervision:** The inability to make sure your child is safe at all times, such as when a child is unable to care for self and left unsupervised or in charge of younger siblings.

**Failure to Thrive:** Failure to provide adequate stimulation, nutrition, nurturing, a safe home, and allowing physical abuse or gross neglect. Signs can include thin extremities, prominent ribs, and wasted buttocks. It includes poor general hygiene with diaper rash, impetigo, dirty, unclipped fingernails, and unwashed skin and clothing, often accompanied by nutritional neglect.

**Medical Neglect:** Failure to provide medical treatment, failure to keep medical appointments, immunizations behind, poor hygiene, failure to thrive, inadequate dental care, enuresis/encopresis in school-aged child not receiving treatment, and chronic skin/hair infestation. Children with special needs are at a higher risk of not receiving medical services due to their greater need for services.



### Drug Endangered Children (DEC)

A child who is exposed to an environment where adults are manufacturing, selling, or using drugs. Criminal activity can be dangerous to a child. Home Environment that is dangerous to a child.

### Notice of Nondiscrimination

The Board of the Elcho School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinators are:

Paige Zutavern  
PK-12 Principal  
N11268 Antigo St., PO Box 800, Elcho, WI 54428  
54428 715-275-3225 X 1070  
[pzutavern@elchoschool.org](mailto:pzutavern@elchoschool.org)

Scott Wilsens  
School Counselor  
N11268 Antigo St., PO Box 800, Elcho, WI  
715-275-3225 X 1160  
[swilsens@elchoschool.org](mailto:swilsens@elchoschool.org)

The Board designates Paige Zutavern/ Principal as the coordinator who is ultimately responsible for oversight of the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures can be located at [www.elchoschool.org](http://www.elchoschool.org).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [www.elchoschool.org](http://www.elchoschool.org)

OCR's regional office in Cleveland can be reached at:

Chicago Office  
Office for Civil Rights  
U.S. Department of Education  
John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
Telephone: 312-730-1560  
FAX: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **VOLUNTEER AGREEMENT**

### **CRIMINAL BACKGROUND INVESTIGATION**

It is the policy of the Elcho School District to require all unsupervised volunteers to complete this Disclosure Statement. Subsequently, the Elcho School District will complete a criminal record check for conviction(s) and pending charges through the Wisconsin Department of Justice.

**NAME:** \_\_\_\_\_  
(Last) (First) (Middle)

**SEX/RACE:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN (e.g. MAIDEN NAMES):**

\_\_\_\_\_

### **AUTHORIZATION AND RELEASE STATEMENT**

I authorize the Elcho School District to review my personal background. I consent to having the Elcho School District conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the Elcho School District. I understand that the Elcho School District will verify the information I have provided above. I hereby release the District, its boards and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

I have read, understand, and accept the policies written in the Volunteer Handbook.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)