



**North Polk
Community School District**

Volunteer Handbook

North Polk Community School District

13930 NE 6th St.

Alleman, IA 50023

(515) 984-3400

Updated 4/4/2016

NORTH POLK COMMUNITY SCHOOL DISTRICT

Volunteer Handbook

Welcome, Volunteers!

The staff and administration wish to express their appreciation to you for assuming an active role in our schools. Your interest, time, and energies will enhance the services your schools can provide for North Polk students. In your work as a volunteer, it is important to know that our students look to you as role models. Because of this we have established a volunteer handbook that better explains the important role you play as a volunteer. We hope you will find personal satisfaction in giving back to our students. There has never been a more exciting time to be part of the educational community in North Polk Schools. Thank you for giving of your time and talents!

Building Information

High School

13930 NE 6th St.
Alleman, IA 50007
(515) 984-3400 #1

Middle School

315 NE 141st Ave.
Alleman, IA 50007
(515) 984-3400 #2

Central Elementary

311 NE 141st Ave.
Alleman, IA 50007
(515) 984-3400 #3

West Elementary

1400 W Broadway
Polk City, IA 50226
(515) 984-3400 #4

OBJECTIVE

The primary purpose of the North Polk Community School District Volunteer Program is to provide greater educational services and learning opportunities for the youth in our community by providing volunteer assistance within our schools.

We welcome parents, guardians, grandparents, retired seniors, or anyone who is a patron of the North Polk Community Schools to apply to be a volunteer.

Becoming a School Volunteer

You do not need a teaching certificate but you should:

- Be a parent/guardian, or patron of our school district
- Have a genuine interest in helping students
- Be committed to your volunteer activity
- Be flexible
- Exhibit regular attendance
- Possess a 10-year conviction-free background check
- Not be listed on the state sex offender abuse or dependent adult abuse registries.

Tips for Volunteers

Emergencies

In case of emergency, or when you have concerns for student safety, immediately report this information to a school official; preferably the school staff member you are directly working with during the volunteer work/activity.

If you need help

If you need more information in order to perform a task, just ask. Establish a method of communication with the teacher, either written or verbal.

If this handbook does not answer your questions regarding the following issues, please follow up with a school staff member.

- The building layout and parking facilities
- Discipline and classroom policies
- What is expected of you as volunteers
- What to do if you are absent
- How to work with a substitute teacher
- Fire drills and safety rules
- Parking

Enjoy the students

Be yourself! Accept students in terms of their background, values, manners and vocabulary which may be different from yours. By giving of yourself, by sharing time, by caring . . . you are making a difference. Always remember that you are appreciated. Sometimes staff members get caught up in the numerous tasks of the day and may forget to say “thanks!” However, we truly value the time you give to our schools.

Helpful Hints While Working With Students

- Use the child’s name at every opportunity
- Listen attentively, encourage and praise
- Be receptive and interested
- Be patient
- Encourage the student’s abilities and successes
- Inquire about any special concerns or needs, if they relate to your assistance

Volunteer Job Descriptions

Volunteers have specific duties assigned to them and work under the supervision of school staff. Below is a listing of available volunteer opportunities in most schools at North Polk. Volunteer placements that best utilize your skills can be discussed with the person you have been assigned. All volunteers must complete the appropriate registration forms.

Classroom Volunteer

- Making bulletin boards
- Gathering resource materials
- Making charts, name/locker/desk tags
- Copying papers
- Assisting with student related activities such as: working with small groups or 1:1, listening to students read, playing educational games, practicing skills taught by the teacher
- Chaperoning field trips
- Making instructional games, learning centers

District Office Volunteer

- Answering incoming phone calls
- Copying/filing
- Distributing materials

Media Center Volunteer

- Shelving books
- Typing, filing or other clerical duties
- Videorecording
- Assisting in computer lab
- Helping students
- Reading books to students

State Law and Local Policy

Volunteers are integral members of our educational team. State law and North Polk Community School District policy provide specific restrictions on what volunteers may or may not do.

Smoking, Alcohol and Controlled Substances

In accordance with Iowa law and District policy, all District buildings, busses and school grounds (including personal vehicles on District property) are tobacco, and nicotine- free, including look alikes. Additionally, no person shall possess or consume alcoholic liquors, wine, or beer on public school property or while attending a public or private school-related function. Any volunteer who reports to the school under the influence of alcohol or a controlled substance will be asked to leave and their volunteer position will be terminated immediately.

Local Policy (903.99 School Volunteers)

We are happy to welcome volunteers who are parents or patrons into the schools. However, they must abide by state law and district policy when volunteering. This includes filling out the following forms, which will be kept on file in the school office:

- Volunteer Application Form
- Statement of Confidentiality
- Provide a photo identification
- Volunteers working one-on-one or with a group of students need to fill out a *Criminal Background Check* and not be listed on the state sex offender child abuse or dependent adult abuse registries. ***Criminal Background Checks are valid for five years.***
- Release of Liability and Indemnity Contract

Additional Details of School District Policy

- Volunteers will work within the guidelines established by the school administration and will work under the direction and supervision of teachers and school staff members.
- Volunteers may not bring children who are not registered in the school when they volunteer.
- Volunteers are expected to follow professional dress code. Dress comfortably but remember you are a role model for our students.

- Volunteers should not touch students in an aggressive, disciplinary or sexual nature. It is the teacher's responsibility to discipline the students. If you have difficulty with a student, contact school personnel immediately.
- Individuals who do not meet appropriate requirements for volunteers working with students, as established by state law, regulation and/or North Polk Community School District policy, he/she will not be allowed to volunteer. If a volunteer does not conform to the policies and guidelines established for volunteers, the administrator may suggest alternative actions or assignments. The administrator does have the option to terminate a volunteer's placement at any time and for any reason.
- As a volunteer, for the school, you must keep information you learn about students and employees confidential between yourself and your assigned supervisor as outlined in the Statement of Confidentiality. A misplaced comment can be devastating to a student, a family and the School Volunteer Program. If you are directly asked questions by a parent, kindly encourage them to talk with the teacher or building administrator. If you have questions or concerns about a situation or information you have learned, talk with the person responsible for your volunteer activities. Volunteers who breach confidentiality will be dismissed.
- Volunteers are counted upon by the staff and students. If you need to be absent, call the school as soon as possible.

Registering as a Volunteer

All volunteers are required to officially register and complete the necessary paperwork, as a volunteer, at the beginning of each school year.

Because student safety is the responsibility of the school, when the volunteer reports to duty he/she is expected to sign-in, at the office, in the designated volunteer log book. Signing in is very important so school staff can locate you in case of an emergency. In addition, be sure to sign-out prior to your departure.

Liability and Accident Coverage for Volunteers

Under the North Polk Community School District's insurance coverage, volunteers are defined as insureds under the general liability section of our policy, while performing their duties on behalf of the school. If someone is injured as a result of work being done by a volunteers and the injured person should sue either the volunteer, the teacher they are helping, or the District, the school liability insurance would provide legal liability protection for all these entities subject to terms and policy limitations with the carrier. In order to be covered under this coverage you must be an approved volunteer and sign in and out each time during your volunteer service. It should be understood that the District has tort liability protection for the volunteer but not accident insurance which would pay for injuries to volunteers doing such work. Volunteers would have to provide their own accident insurance coverage for injuries to them while they are doing volunteer work.

It is the policy of the North Polk Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Kristi Mixdorf, Director of Teaching and Learning, 13930 NE 6th Street, Alleman, Iowa 515-984-3400 kristi.mixdorf@northpolk.org

North Polk Community Schools Volunteer Information Form

Name:

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Address:

Home Phone:

Work Phone:

List the areas in which you would like to volunteer:

Personal References (please list two references. No family members should be listed):

Name:

Position:

Relationship:

Phone:

Name:

Position:

Relationship:

Phone:

Are you prevented from lawfully living in this country due to
Visa or Immigration Status?*

Yes _____ No _____

Are you on a Sex Offender Registry?*

Yes _____ No _____

Are you on the Department of Human Services Child Abuse
Registry or been founded of a complaint of child abuse?*

Yes _____ No _____

Are you on the Department of Human Services Dependent Adult
Abuse Registry or been founded of a complaint of dependent adult abuse?*

Yes _____ No _____

Have you ever been convicted or received a deferred judgment
for a crime (not including traffic tickets)?*

Yes _____ No _____

If "yes" checked, please provide a written explanation of the reason on a separate paper.

Are you able to perform, with or without reasonable accommodation,
the essential functions required of this position?

Yes _____ No _____

I hereby certify that the above information is true, accurate, and complete.

Signature: _____

Date: _____

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Statement of Confidentiality for School Volunteers

I understand in the course of my association as a volunteer with the North Polk Community School District I share the responsibility of maintaining the confidentiality of any student or employee information that may be available to me. I understand that it is my responsibility to assure rights and confidentiality of information both written and verbal.

As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit students. I promise to take to my work an attitude of open-mindedness, willingness to learn, as well as interest and commitment.

I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and, if substantiated, could result in termination of volunteer involvement with the North Polk Community School District.

I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Signature

Date

Witness Signature

Date

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STATE OF IOWA Criminal History Record Check Request Form



DCI Account Number: 5661-F
(if applicable)

To: Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax

From: North Polk Community School District
13930 NE 6th St
Alleman, IA 50007
Phone: (515) 984-3400 ext. 2156
Fax: (515) 685-2002

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____

<u>Iowa Criminal History Record Check Results</u>	(DCI use only)
As of _____, a search of the provided name and date of birth revealed:	
<input type="checkbox"/> No Iowa Criminal History Record found with DCI	
<input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____	
DCI initials _____	

Waiver Information:

Iowa law does ***not*** require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, ***without*** a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the "No Iowa Criminal History Record found with DCI" box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

General Information:

The information requested is based on ***name*** and ***exact date of birth only***. Without fingerprints, a ***positive*** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) ***only***. The DCI files do not include other states' records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a ***deferred judgment*** ***is not*** considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A ***deferred sentence*** ***is*** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

REMINDER - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed Billing Form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees' record checks.

In consideration of being allowed to act as a Volunteer at no cost to the North Polk Community School District, whereby my child and/or other children may enhance their education, I do hereby release and forever discharge the North Polk Community School District, its Board of Directors and all other volunteers, all employees and agents of the School District, and all students of the North Polk Community School District from any and all claims, demands, actions, causes of action and suits at law or equity arising out of or in any way connected with the Volunteer Program of the North Polk Community School District and my presence in or on School District property.

I further agree that I enter this Volunteer Program of my own free will, to serve without pay, understanding that I am not an employee or agent of North Polk Community School District and therefore I am not covered by any of its accident insurance and therefore I assume all responsibility for any injury, accident or illness that may occur to me during my volunteer service and release the North Polk Community School District, its Board of Directors, agents, and employees, from any and all liability from the same, and hereby agree to indemnify them and save them harmless for any sums that they, or any of them, may be required to pay on my account.

This release and indemnity is given voluntarily and knowingly with full understanding of its meaning and with my full consent to be legally bound hereby:

Volunteer Signature

Date

Witness Signature

Date