

VOLUNTEER SERVICES

Application: As required by Policy 900.7, all volunteers must complete and submit a volunteer application to the District designee who will be responsible for assuring that the application is complete and checking the Sex Offender Registry. The building administrator will be notified that the volunteer has been approved to begin volunteering. Volunteer applications remain on file at the Education Service Center.

The building administrator, volunteer coordinator at the building level, or designee will train volunteers on the following topics:

1. Clear understanding of the volunteer's roles and responsibilities.
2. Information about the school, its staff, educational programs, and activities.
3. Rules, regulations, and day to day operations of the school.
4. Sign in and sign out procedures.
5. Use of visible "visitor pass." (badge from Raptor)
6. Emergency procedures
7. Parking.
8. Use of phone, computer and other school equipment.
9. Location of restrooms.
10. Tobacco prohibition.
11. District calendar and school start and end times.
12. Appropriate dress.

The School and Community Relations office will generate monthly Raptor reports. All volunteers must check in at the school office at the beginning of each school visit and check out when they leave. Schools shall require that each volunteer wear a visitor badge while in the building. Volunteer hours are tracked and reported annually.

Volunteer Responsibilities: Volunteers must always serve as role models. When serving as a district volunteer, they must refrain from inappropriate behaviors including, but not limited to, the following:

1. Use of profanity.
2. Use of drugs or alcohol.
3. Carrying weapons.
4. Discussion of inappropriate topics.
5. Making "sexual or emotional advances" to a student.
6. Selling merchandise or actively promoting his or her business.
7. Proselytizing (persuading to a way of thinking or acting).
8. Giving gifts or money.

Volunteers should dress appropriately, with the Waterloo Schools dress code as guidance.

Volunteers should not be left alone with a student. There should always be visual or auditory contact between the volunteer and a school employee.

With the exception of verbally and politely requesting the students' attention, volunteers are not to discipline students. All discipline concerns should be directed to the appropriate school employee.

Volunteers must respect privacy of the student and student's family by not talking about a student's academic progress, behavior, or a school-related incident.

Child Abuse or Neglect: Although volunteers are not necessarily mandatory reporters of child abuse or neglect, we would ask that you take the following action, should you suspect child abuse or neglect:

1. Report any suspicion of abuse and neglect to a school employee immediately,
2. Assist in the evaluation of making a child abuse report,
3. Complete any required paperwork about the incident.

Volunteer Dismissal: The school principal has the right to dismiss any volunteer who is deemed to have engaged in inappropriate behavior. If a volunteer is dismissed, the district reserves the right not to reassign the volunteer to another school.

District Support of Volunteers: The School and Community Relations department will:

1. Publicize needs, recruit and identify volunteers.
2. Assist with volunteer orientation and training.
3. Maintain and report annual number of volunteer hours by building.

Legal Ref.: Iowa Code, Chapter 22.
Department of Education School Rules of Iowa, Chapter 11.4(5)

ADOPTED: 4/22/91

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