



Ankeny Community School District

# VOLUNTEER HANDBOOK

# Ankeny 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 our schools can provide for the students in Ankeny. 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 Ankeny Schools. Thank you for giving of your time and talents!

Sincerely,

Dr. Bruce A. Kimpston  
Superintendent of Schools

Mrs. Jackie Black  
Chief Financial Officer

Dr. Jill Urich  
Chief Operations Officer

Dr. Matt Adams  
Chief Operations Officer

### Important Information

School \_\_\_\_\_

Principal \_\_\_\_\_

School Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

Assigned Staff Member \_\_\_\_\_

Contact Information \_\_\_\_\_

Date and Time of Volunteer Service \_\_\_\_\_

## Objective

The primary purpose of the Ankeny Community Schools 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 moms, dads, grandmas, grandpas, retired seniors - anyone who is a parent or a patron of the Ankeny Community Schools is eligible to apply.

## Becoming a School Volunteer

You do not need a teaching certificate but you should:

- Be a parent or patron of our school district
- Have a genuine interest in helping students
- Be committed to your volunteer activity
- Be flexible
- Exhibit regular attendance

## Tips for Volunteers

### Emergencies

In case of emergency or when you have concerns for student safety, immediately report this information to a school official.

### 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.

### Find Out About

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

### Enjoy the Students

Be yourself! Accept students in terms of their background, values, manners and vocabulary as theirs 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.

## 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 at most schools in Ankeny. 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
- Coping 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

### Office Volunteer

- Answering incoming phone calls
- Delivering phone messages
- Preparing papers distributed to students
- Copying/filing
- Distributing materials

### Media Center Volunteer

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

### Art Room Volunteer

- Hanging/displaying art work
- Preparing materials

## 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

## State Law/Local Procedures

Volunteers are integral members of our educational team. State law and district procedures provide specific restrictions on what volunteers may or may not do.

## Local Procedures

Volunteers who are parents or patrons are welcome in our school. They must fill out the following forms which will be kept on file in the school office:

- Volunteer Application Form
- Statement of Confidentiality
- Criminal Background Check
- Child Abuse Clearance
- Sex Offender Law Compliance
- Provide a photo identification

## School District Procedure

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 and Ankeny Community Schools procedures, will not be allowed to volunteer. If a volunteer does not conform to the guidelines, the administrator may suggest alternative

actions or assignments. The administrator does have the option to terminate the volunteer's placement.

Volunteers must keep information you learn about students 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 have questions or concerns, 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.

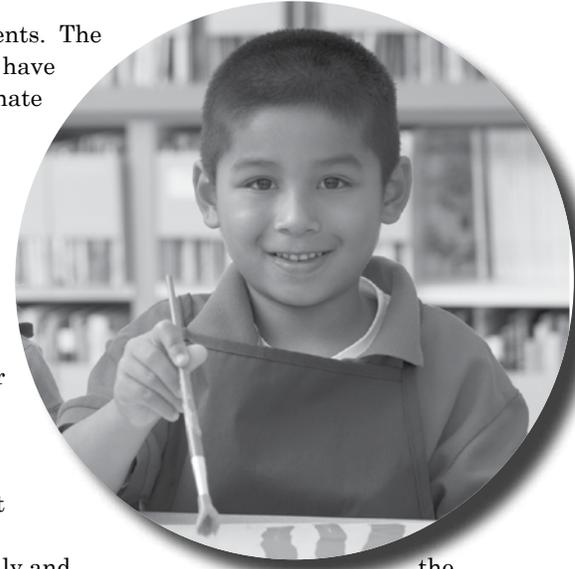
## Registering as a Volunteer

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, in 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

Under the Ankeny Community School District's insurance coverage, volunteers are included as "Additional Insureds" from a liability standpoint. If someone is injured as a result of work being done by a volunteer 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. It should be understood that the District has tort liability protection for the volunteer but not accident insurance which would pay for injuries to the volunteer doing such work. Volunteers must provide their own accident insurance coverage for injuries to themselves while they are doing volunteer work. 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.



# Volunteer Information Form

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

List the areas in which you would like to volunteer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal References (please list two references):**

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 \_\_\_\_

Have you ever been convicted or received a deferred judgment for a crime (not including traffic tickets)? Yes \_\_\_\_ No \_\_\_\_

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: \_\_\_\_\_

# Statement of Confidentiality for School Volunteers

I understand in the course of my association as a volunteer with the Ankeny 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 Ankeny Community School District.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date





## STATE OF IOWA Criminal History Record Check Request Form



DCI Account Number: 4106F  
(if applicable)

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

**From:** Ankeny Community School District  
306 SW School Street  
Ankeny, IA 50023

(515) 965-9600

**Phone:**

**Fax:** (515) 964-2224

I am requesting an Iowa Criminal History Record Check on:

<b>Last Name</b> (mandatory)	<b>First Name</b> (mandatory)	<b>Middle Name</b> (recommended)
<b>Date of Birth</b> (mandatory)	<b>Gender</b> (mandatory)	<b>Social Security Number</b> (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:** \_\_\_\_\_

<b><u>Iowa Criminal History Record Check Results</u></b>	(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.







District Office 306 SW School Street PO Box 189 Ankeny, IA 50021-0189  
P: 515.965.9600 F: 515.965.4234 W: [ankenyschools.org](http://ankenyschools.org)

Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries and grievances may be directed to Jenifer Owenson, Chief Human Resource Officer, 306 S.W. School Street, P.O. Box 189, Ankeny, Iowa 50021-0189, (515) 965-9600, or the U.S. Equal Employment Opportunities Commission, 500 West Madison Street, Suite 2000, Chicago, IL 60661.