



# **Volunteer Handbook**

## **Welcome to the Volunteer Program!**

Thank you for your commitment to our schools - volunteers are a vital part of the West Delaware School District! We hope your association with West Delaware students and staff is rewarding. The following information and guidelines will help familiarize you with the West Delaware County Community School District's Volunteer Program.

### **Mission Statement**

To involve committed and talented volunteers in a valued partnership with teachers and staff to enrich the educational growth of students in the West Delaware County Community School District.

### **Goals of the Volunteer Program**

- Utilize parent/community volunteer resources to enrich student experiences and improve student performance.
- Increase student motivation for learning.
- Improve the quality, productivity, and effectiveness of education in the West Delaware Schools.
- Expand community involvement in the West Delaware Schools.
- Broaden the scope of understanding between the community and the schools.

### **Role of the Volunteer Coordinator**

- Work with volunteers, teachers, and principals to address volunteer requests
- Recruit volunteers
- Coordinate volunteer orientation and training
- Maintain volunteer database
- Maintain tracking system for volunteer contributions
- Plan and coordinate volunteer recognition programs

### **Volunteer in Education Requirements**

- A volunteer in education is a concerned and dedicated person who is not paid and works regularly, or as needed, in schools or other educational settings to support the efforts of district personnel.
- The use of volunteers is restricted to those activities requested, approved and overseen by a district employee.
- Volunteers must be registered with the Volunteer Coordinator at: <http://tiny.cc/wdvolunteers>
- Satisfactory background checks are required for all non-student volunteers who work directly with students, and will need to be updated every five years.
- Student volunteers must have direct supervision at all times when working with students.
- Volunteers may be dismissed from duties, if deemed necessary, for violating school safety rules, or compromising confidentiality.



## **POLICIES & PROCEDURES**

### **Confidentiality**

Please remember that all of your work is CONFIDENTIAL! For those of us working with children and in schools, the importance of maintaining a student's privacy cannot be stressed enough. Students and staff deserve the assurance that their private information will remain confidential.

By registering as a West Delaware Volunteer, you agree to maintain the confidentiality of all student records that you generate or have access to as a volunteer.

### **Code of Ethics for Volunteers**

- **Dependability:** Be dependable. The teachers and staff have planned activities for you and the students. If something comes up, please notify the volunteer coordinator and/or the appropriate school office as early as possible.
- **Support:** As a school volunteer, you are in a support position. Your role is to support the classroom teacher and the principal of the building since they are responsible for the education of the students. Always speak positively about the school. Take any concerns to the teacher and/or building principal. Also, please feel free to contact the volunteer coordinator at any time.
- **Communication:** Your volunteer work should be a learning and rewarding experience. When you have questions about policies and procedures, ask the appropriate person - the teacher, the building secretary, the principal, or the volunteer coordinator.
- **Confidentiality:** You will have access to confidential information. Remember that all information pertaining to a student must remain strictly confidential.
- **Attitude:** Come with a caring, positive attitude! Be enthusiastic and helpful. Always speak positively about the school.

### **General Information & Requirements**

- **Parking and Arrival Information:** When you visit any school, you are welcome to use our staff parking lot, or park in front of the building at Lambert or the Middle School, as long as your volunteer shift does not interfere with the buses arriving and departing.
- **Sign-In & Identification:** Report to the building office when you arrive. You must sign in at the school office when you arrive, and sign out when you leave. Always enter the building via the main door to the facility. You must obtain and wear a volunteer identification badge at all times. The sign in procedures are used to calculate volunteer hours in the building.
- **Volunteer Hours Off-Site:** Volunteers who complete work at home should also report their volunteer hours. This information should be entered at the following location: <http://tiny.cc/wdvolunteerhours>
- **Dress Code:** Please dress according to school guidelines. This includes a policy of "no hats." Remember that you are a role model for our students.
- **Personal Belongings:** Please be mindful of what you bring into the building, as you will not have an opportunity to lock valuables. Please turn your cell phones off or to silent while volunteering.



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### POLICIES & PROCEDURES cont...

#### Health and Safety Precautions

Blood borne pathogens are microorganisms carried by human blood and other body fluids. The two most common are the Hepatitis B virus (HBV) and the Human Immunodeficiency virus (HIV). In the US approximately 500,000 people become infected with HBV each year, as compared to about 40,000 individuals that may contract HIV annually.

Volunteers at West Delaware should be aware it is not possible to identify all infected individuals, thus precautions must be used with every individual. Universal precautions pertain to blood and other potentially infectious materials such as saliva, sputum, feces, tears, nasal secretions, vomit, and urine. **Volunteers are advised to avoid direct contact with any of the possible infections materials listed above.** Please find a staff member to help a student in the case of illness or injury. Staff will know where gloves, masks, or other items are stored to deal with any situation. Remember too, that diligent and proper hand washing continues to be essential to the prevention of illness in many forms.

Remember, as a school volunteer you must react to an emergency or common illness not only with your heart, but also with your head. Many staff in each building are trained in first aid and CPR, including teacher associates, health office staff and bus drivers. All secretaries are trained in first aid, and many are trained in CPR. If an emergency arises, please seek the assistance of a West Delaware staff member to determine the appropriate course of action.

#### Insurance for Volunteers

The following information is intended to clarify insurance coverage provided by the school district for volunteers serving in our schools.

1. **Worker's Compensation Insurance** – Volunteers are not covered for duties within the school district, except for elected and appointed officials.
2. **General Liability Insurance** – Volunteers are covered by the District's base liability policy, the Excess Umbrella Liability policy, or the Medical Payments Expense policy (no fault).
3. **Motor Vehicle Insurance** – When the volunteer is driving a school-owned vehicle, the driver is covered by the District Motor Vehicle insurance and the Excess Umbrella Liability insurance policy. When the volunteer is driving his/her own or family-owned vehicle for purpose such as a field trip, the volunteer is provided primary liability coverage under the District's auto liability insurance provided the volunteer is acting within the scope of his/her delegated duties and authority. A driver's statement card should be on file for any volunteer driver. These are renewed each school year.

This coverage does not extend to damage to the volunteer's vehicle or loss of personal property of the volunteer driver; nor does it cover medical payment coverage, or underinsured or uninsured motorist coverage. These would be the responsibility of the volunteer's insurance. Questions concerning the district's insurance coverage should be directed to the Business Office by calling (563) 927-3515.



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## VOLUNTEER SUCCESS

### Volunteers Should:

- Feel successful in their role – are you comfortable with the procedures and requirements? Please contact the volunteer coordinator or building principal if you have any questions.
- Update your volunteer status at the beginning of each school year.
- Call students by name at each opportunity, listen attentively; encourage and praise students. Let students know you recognize their efforts when they are behaving well.
- Observe closely the techniques used by the teacher and try to model these instructional methods when working with individual students. Give assistance when asked, but try not to supply answers before the student has a chance to solve the problem on his/her own.
- Inform the teacher if a behavior problem arises. The teacher will want to carry out the classroom and school discipline plan.
- If you arrive for an assignment and a substitute is in the classroom, please stay only if it is fine with the sub. Every effort will be made to leave directions for you in a teacher's absence.
- Complaints and/or problems should be reported promptly to the volunteer coordinator, building principal, or the teacher.
- Avoid any and all physical contact with students. Always work with students in full public view. Leave doors open.
- In the event of a fire or tornado drill or actual event, lockdown, or any other emergency, volunteers should step back into the classroom of the teacher they are helping and follow the instructions of that teacher.

### Volunteers Should Not:

- Supervise a class or discipline students.
- Bring younger children to a volunteer assignment, unless approval has been received.
- Make comments regarding the relevancy of activities or procedures, or the appropriateness of teaching materials.
- Contact parents regarding the performance of students.
- Contact teachers regarding their own child's performance while volunteering.
- Take photos of students without permission from the teacher.

### Volunteer Services Program

Code No. 703

The West Delaware County Community School Board of Directors recognizes the benefit of maintaining a volunteer program to support district instructional programs and co-curricular activities. The Volunteer Program of the West Delaware County Community School District is at all times guided by the principles and policies of the school district. The Board encourages continuing volunteer participation by individuals and groups within the schools, as well as within the central administration and in supervised off-site activities before, during, and after school hours. The Board shall make every reasonable effort to provide a safe learning environment for students working with volunteers. Therefore, background checks will be done on every non-student volunteer who has direct contact with students. Student volunteers shall at all times have direct staff supervision when working with other students.

Utilization of the volunteer services in our school is encouraged as a means of involving the community in the educational program. The Volunteer Coordinator will assist in the recruitment, training, and scheduling of persons willing to volunteer. Volunteers serve only in an auxiliary capacity under the direction and supervision of professional school personnel. Volunteers supply supplemental and supportive service and are not substitutes for members of the school staff, nor do they have access to confidential files and records unless required to complete their tasks. Activities of volunteers may include such things as general help in the schools and classrooms, special help in reinforcement of skills, and enrichment activities such as special presentations that are in harmony with curriculum.

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## Volunteer Handbook Acknowledgment Form

Thank you for taking the time to read and understand how the handbook applies to you as a volunteer, if you have any questions be sure to contact Jacque Lahr, Volunteer Coordinator.

By signing this agreement, I acknowledge that I have thoroughly read and understand the information in the Volunteer Handbook and agree to abide by the information, policies, and procedures that have been set forth by the West Delaware County Community School District.

If I violate any of the policies and procedures my volunteering privileges can and will be revoked.

If I have questions regarding this Volunteer Handbook, I will immediately bring them to the attention of the Jacque Lahr, Volunteer Coordinator.

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Volunteer's Name (Print)

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Volunteer's Signature

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Date

Please sign this page and return to:

Jacque Lahr, Volunteer Coordinator  
West Delaware County School District  
1001 Doctor St.  
Manchester, IA 52057  
563-927-3515 ext. 207  
[jacquelahr@w-delaware.k12.ia.us](mailto:jacquelahr@w-delaware.k12.ia.us)