



Bettendorf
Community
School District

Volunteer Handbook

Updated 10/5/15



Passion
Purpose
Pride!

For more information about the Bettendorf Community School District Volunteer Program contact

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BCSD Administration Center – 3311 18th St., Bettendorf, IA 52722

The school Volunteer Program exists to enhance the effective use of teachers in the classroom, to broaden the educational experience of our students, and to generate greater community involvement and good will in the school.



Volunteer Program Goals

- Enrich children's learning opportunities.
- Establish a school and community partnership for quality education.
- Assist teachers and support staff in instructional and non-instructional tasks.
- Provide opportunities for meaningful service.
- Provide assistance for individual students.
- Aid students in their quest to reach their fullest potential.
- Increase students' knowledge of the community and their contact with its citizens.
- Enhance all aspects of the educational process.



Policies & Procedures

1. Report to the main office upon arrival and before departure from the building. You will be asked to present a government issued photo I.D. A register will be available to record sign- in and sign-out times. This will allow us to monitor who is in the building, number of hours worked, and to provide liability insurance protection for you.
2. Wear volunteer identification badge.
3. Please notify the school as soon as possible if you will not be able to volunteer as arranged.
4. Know procedures for fire/tornado and emergency drills. Proper instruction will be provided to you.
5. Parking is available in the staff parking lot.
6. All Bettendorf School District facilities are tobacco free environments.
7. Volunteers are welcome to eat at school. The same procedures and price structures followed by staff members are available to volunteers for lunch and breaks.
8. Adult restrooms are provided in all buildings.
9. Concerns should be directed to:
 - 1) The staff member to whom you are donating your time
 - 2) The building administrator
 - 3) The volunteer program coordinator
10. Report student disciplinary concerns immediately to the nearest staff member.
11. Report any accident in which you may be involved to the principal's office immediately.

Volunteer Responsibilities

1. Be positive, warm, friendly, and courteous.
2. Be prompt and dependable. Give advance notice of impending absence when possible.
3. Be neat in appearance and dressed appropriately for the task at hand.
4. Volunteers always work under the direct supervision of teachers, administrators or support staff.
5. Volunteers do not assume responsibility for disciplining, counseling or evaluating students.
6. Volunteers will not be expected to prescribe instructional programs or materials.
7. Volunteers must not attempt to administer aid in the event of student illness or injury and must avoid coming into contact with any body fluids.
8. Notify the teacher or building administrator if a student confides any abusive situations at home. Appropriate staff will file a report and follow up as outlined by Iowa law.
9. Understand that any and all information to which there is access in the school or classroom is confidential.
10. Attend any relevant training sessions offered.
11. Communicate with the volunteer program coordinator concerning any building-level problems or personal conflicts that cannot be resolved.
12. Work within the rules of the school and the procedures of the Volunteer Program.

Volunteers Can Expect . . .

1. Orientation and training
2. Volunteer welcoming resource area
3. An assignment suitable to the preference, temperament, life experience, and education of the volunteer
4. Timely and detailed instructions for assigned tasks
5. Work space with appropriate materials and equipment
6. School calendar and schedule changes
7. Supervision and support
8. Two-way feedback
9. Cooperation
10. Appreciation
11. Recognition



Suggestions for a Rewarding Experience



Make every effort to be:

- Honest in approach and attitude
- Patient when working with students
- Fair to all students -- avoid comparisons
- Flexible and adaptable
- Consistent in your interactions with all children
- Friendly and courteous
- Considerate and respectful

Children respond best when:

- You know their names.
- They know your name and how to properly pronounce it.
- They feel you are genuinely interested in them as a person.
- They feel you are someone on whom they can rely.
- They are not afraid of making a mistake.

Types of Volunteer Opportunities

Tutoring/Mentoring

- Listen to a child read
- Reinforce math facts or spelling words
- Read to a small group
- Guide students in completing an assignment
- Enhance individual computer skills
- Being a positive role model

Aiding

- Assist in computer lab or library
- Enter information into a computer in a word processing, data base, or spreadsheet application
- Make instructional games and aids
- Assist in correcting student work
- Organize a learning center
- Design bulletin boards
- Record keeping



Enrichment

- Share background and experiences
- Share information about local history
- Demonstrate a craft, hobby, or art
- Discuss an occupation
- Read a story to a group
- Demonstrate a musical instrument
- Discuss travel experiences
- Assist with a special project
- Supervise field trips
- Chaperone social activities

At Home

- Making materials
- Telephoning/Emailing



The Bettendorf Community School District thanks you for the support and time you so generously offer.

Our schools are richer because of your support.

**Bettendorf Community School District
Volunteer Application Form**

Name:

Address:

Phone (Daytime):

(Evening):

Email:

Skills/Interests:

Previous Volunteer Experience:

Duties preferred:

Age of child/building preference:

Time availability and preference (day and hours):

Emergency contact/special health considerations:

Comments:

Thank you for your help!

(Please return application to building or district Volunteer Coordinator)

Additional Information

The policies and information in the links that follow are for the protection of all school volunteers. Please read the materials carefully. Thank you again for all you do for the students of the Bettendorf Community School District.

Board Policy 403.3R1 -- Universal Precautions

<http://www.bettendorf.k12.ia.us/Board/policies/400/403.3R1.pdf>

Board Policy 104 & Related Exhibits/Regulations – Harassment

<http://www.bettendorf.k12.ia.us/Board/policies/100/104.pdf>

Board Policy 903.2 -- Community Resource Persons and Volunteers

<http://www.bettendorf.k12.ia.us/Board/policies/900/903-2.pdf>