

Bettendorf Community School District

Volunteer Program



Welcome!



2/10/2016

You are special to us!



2/10/2016

Dedicated to our Volunteers who willingly donate their time and talents to strengthen our educational system.

The Bettendorf Community School District thanks you for the support and time you so generously offer. Our schools are richer because of your help.

Bettendorf Community School District

Board of Education

- Pepper Trahan, President
- Betsy Justis, Vice President
- Paul Castro, Director
- Michael Pyevich, Director
- Gordon Staley, Director
- Stacey Struck, Director
- Scott Tinsman, Director

Bettendorf Community School District
Administration Center
3311 18th Street
Bettendorf, Iowa 52722
359-3681
www.bettendorf.k12.ia.us

- Dr. Theron Schutte, Superintendent
- Mike Raso, Assistant Superintendent
- Maxine McEnany, Director of Business & Financial Services
- Heather Stocking, Director of Human Resources
- Celeste Miller, Director of Communications
- Kay Ingham, Director of Student Services
- Nancy Herrin, Volunteer Program Coordinator

◆◆◆ Mission Statement ◆◆◆

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.

Program Goals

- Enrich children's learning opportunities
- Establish school & community partnership for quality education
- Assist teachers & support staff in instructional and non-instructional tasks
- Provide opportunities for meaningful service
- Provide assistance for individual students

Program Goals (continued)

- 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

Suggested Volunteer Opportunities

- Lunch Pals
 - Volunteers are matched with a student; meet weekly or semi-monthly, to have lunch & play games or talk
- Teacher Assistance
 - Volunteers work with individual children or groups to help with school work, assist in a computer lab or library, make instructional aids or games, or organize learning centers

Suggested Volunteer Opportunities

- Enrichment
 - Volunteers demonstrate crafts, hobbies, art, musical skills, or help supervise field trips, share background and experiences, or discuss a career
- Office Help
 - Volunteers assist administrative staff in data entry, record keeping, typing, word processing, etc.

Suggested Volunteer Opportunities

- Parent Organization Activities
 - Volunteers organize and run various building activities such as family nights, fundraisers, parenting classes, class events, and staff appreciation events
- Advisory Committees
 - Volunteers serve as advisory members to the Board and Administration on committees such as Parent Executive Council, Facilities Advisory Council, and hiring of district administrators

Policies & Procedures

- Complete volunteer application
- Receive building orientation & training
- Sign in and out at principal's office
- Wear volunteer I.D. badge
- Notify the school if unable to volunteer as arranged
- Know procedures for emergency drills
- Parking is available in staff parking lot

Policies & Procedures (continued)

- All district facilities are nicotine free
- Volunteers are welcome to eat at school.
- Adult restrooms are provided in all buildings.
- Concerns should be directed to 1) staff member, 2) building administrator or 3) Volunteer Program Coordinator.
- Report student disciplinary concerns to the nearest staff member.
- Report any accident in which you may be involved to the principal's office immediately.

Volunteer Responsibilities

- Be positive, warm, friendly and courteous
- Be prompt & dependable
- Dress neatly & appropriately
- Work under direct supervision of teachers, administrators or support staff
- Notify the teacher or administrator of abusive situations reported to them

Volunteer Responsibilities (continued)

- Understand that any and all information is confidential
- Attend any relevant training sessions
- Communicate with the Volunteer Program Coordinator concerning any building level problems or personal conflicts that cannot be resolved
- Work within the rules of the school & volunteer program

Volunteer Responsibilities (continued)

- Volunteers are not responsible for the following:
 - Discipline, counseling or evaluating students
 - Prescribing instructional programs or materials
 - Administering aid in the event of student illness or injury

Volunteer Benefits

- Orientation & training
- Volunteer welcoming resource area
- Assignment suitable to preference, experience and education of the volunteer
- Timely and detailed instructions
- Work space with appropriate materials
- School calendar & schedule changes

Volunteer Benefits (continued)

- Supervision & support
- Two-way feedback
- Cooperation
- Recognition
- Appreciation!



How Do I Get Started?

- Contact one of the following:
 - Building Administrator
 - District Volunteer Coordinator

We'll be glad you did, and we hope you will be too!

Building Contact Information

- Neil Armstrong Elementary (Balanced Calendar) 359-8275
 - Lisa Stevenson, Principal
 - Sally Haugen, Volunteer Coordinator
- Herbert Hoover Elementary 332-8636
 - Jeff Johannsen, Principal
- Mark Twain Elementary 359-8263
 - Caroline Olson, Principal

Building Contact Information (cont'd)

- Thomas Jefferson Elementary 359-8261
 - Lana LaSalle, Principal
- Paul Norton Elementary 332-8936
 - Julie Treppe, Principal
- Grant Wood Elementary 359-8277
 - John Cain, Principal

Building Contact Information (cont'd)

- Bettendorf Middle School 359-8263
 - Lisa Reid, Principal
- Bettendorf High School 332-7001
 - Jimmy Casas, Principal
- Edison Academy Alternative High School 359-9375
 - Tammy Chelf, At-Risk Program Coordinator
- Administration Center 359-3681
 - Nancy Herrin, Volunteer Program Coordinator

You make a difference in my life!



2/10/201

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