

Attitude

Come with a caring, positive attitude. Be enthusiastic! Express a genuine interest in helping teachers, staff, and students. Maintain a professional role related to physical contact with students, taking into account each student's age, maturity, and the school setting.

Staff Areas

Always ask for permission from the building secretary before entering the teacher's lounge, copy machine area, and/or mailbox area.

Safety

Avoid direct contact with any possible infectious materials such as saliva, feces, sputum, tears, nasal secretions, vomit, and urine. Find a staff member to help a student in the case of illness or injury. Respond to any emergencies with not only your heart, but also with your head.

Dress Code

Dress according to school guidelines. No hats are allowed.

Parking and Arrival Information

You are always welcome to use our staff parking lot. Always enter the building via the main door to the facility. Check in with the building secretary when you arrive.

Identification

For the safety of our students, you must report to the school office before you begin your volunteer work. You must obtain and wear a volunteer identification badge at all times.

Signing In and Out

You must sign in at the school office when you arrive. Record the date, your name, the description of your volunteer work, and the time of your arrival on the Volunteer Hours Log. When you are ready to leave, be sure to sign out and record your total volunteer time on the Volunteer Hours Log.

Bringing Children With You to Your Volunteer Assignment

Do not assume it is acceptable to bring younger children with you to your volunteer assignment. Always check with the teacher and/or volunteer coordinator to make sure it is appropriate.

Boone Community School District



Volunteer Handbook

Volunteers are a vital part of the district's success! We hope your association with Boone students and staff is rewarding. The following information and guidelines will help familiarize you with the Boone Community School District's Volunteer Program. Program goals and information relating to the duties and responsibilities of the volunteer program are included.

Goals of the Volunteer Program

- Expand the current partnerships between parents, community, and the school in order to increase involvement and student achievement.
- Reach out to the vast pool of volunteers that exist within the school community whose expertise can greatly enhance student achievement.

Role of the Volunteer

- Provide additional individual and/or group instruction to student (s) under the direction and supervision of school personnel.
- Provide assistance to the staff with non-instructional support.
- Enrich school programs by sharing talents and resources.
- Support the school system.

Code of Conduct for Volunteers

Confidentiality

For those of us working with children and in schools, the importance of maintaining a student's privacy cannot be stressed enough. As you work in the school, you may be entrusted with student education records and personally identifiable information about students. As an education community, we must be committed to keeping what we see and hear to ourselves.

Students deserve the assurance and certainty that their private information will remain confidential. Because of this, all volunteers working in the schools are required to adhere to an agreement of confidentiality. By signing the *Volunteer Registration Form*, you agree to maintain the confidentiality of all student records that you generate or have access to. All information pertaining to a student must remain in the school. Names, actions, and abilities of students, teachers, and staff are never appropriate topics for discussion outside of school.

A breach of a confidence will be cause for termination from the volunteer position.

Attendance

Be dependable and punctual. Teachers and staff plan for volunteer assistance. Students depend on you. If something comes up, and you need to be absent, please notify the appropriate school office as early as possible.

Franklin Elementary	433-0860
Lincoln Elementary	433-0800
Page Elementary	433-0840
Middle School Office	433-0020
High School Office	433-0890
Futures Alternative HS	433-8941

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.

Communication

When you have questions about policies and procedures, ask the appropriate person - the teacher, the building secretary, the principal, or District Office.

Unless previously arranged, do not interrupt any teacher during instruction time or planning time.

Leave the responsibility for diagnosis, prescription, and evaluation of students to the teachers.

Do not discipline students. Refer any problems to the teacher.

Comments regarding the relevancy and appropriateness of activities, procedures, and teaching materials should be discussed with the teacher.

Do not contact teachers regarding the performance of your child(ren) during your volunteer time. Please make an appointment with the teacher for another time to discuss personal concerns and questions.

Questions

For questions regarding the BCSD Volunteer Program please contact:

Boone Community School District Office
notice@boone.k12.ia.us
(515) 433-0750