

# 2023-2024 Volunteer Handbook

*Winterset Community Schools*



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## WINTERSET COMMUNITY SCHOOL DISTRICT

### STRATEGIC PLAN

  

#### Strategic Priorities

1. Increase student opportunities that integrate Real World Focus and Application-based Learning to ensure all students are college, career and life ready.
2. Integrating 21st Century learning skills and student opportunities.
3. Expand opportunities for students to develop self-worth and connection to others.
4. Build strong, authentic relationships among students, staff and community members.

#### Profile of a Graduate

MISSION <small>Our Core Purpose</small>	VISION <small>What We Commit to Create</small>	Core Values <small>Drivers of Our Words &amp; Actions</small>
<p>We will empower a community of lifelong learners who strive for personal excellence through meaningful relationships and real world, authentic learning experiences.</p>	<p>We will strive for excellence, ensuring all students are college, career and life ready.</p>	<ul style="list-style-type: none"> <li>- Excellence: high expectations for all in everything we do.</li> <li>- Innovation: in our approach to problem solving and learning</li> <li>- Pride: in self, others, school and community</li> <li>- Relationships: amongst all stakeholders as foundational to our success</li> <li>- Sense of Belonging: where all students, staff and community members feel valued and connected.</li> </ul>

## Welcome

Volunteers are a vital part of the Winterset School District's success! The staff and administration wish to express their appreciation to you for assuming an active role in our schools. We hope your association with Winterset students and staff is rewarding.

## Objective

The primary purpose of the Winterset 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, grandparents, and retired seniors. Anyone who is a parent or a patron of the Winterset Community Schools is eligible to apply.

## Contacts

**District** ..... 515.462.2718

Winterset Administration Office  
303 Wambold Dr.

**Building** Doug Hinrichs ..... 515.462.1551

[dhinrichs@winterset.k12.ia.us](mailto:dhinrichs@winterset.k12.ia.us)  
Winterset Elementary  
404 South 2<sup>nd</sup> Ave.

Julie Plant ..... 515.462.3010

[jplant@winterset.k12.ia.us](mailto:jplant@winterset.k12.ia.us)  
Winterset Middle School  
706 School St.

Joshua Sussman ..... 515.462.3336

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Winterset Junior High  
720 W. Husky Drive

Cam Smith ..... 515.462.3320

[csmith@winterset.k12.ia.us](mailto:csmith@winterset.k12.ia.us)  
Winterset High School  
720 W. Husky Drive

**PTO** Contact the Elementary or Middle School Office for contact information

## State Law

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

## Requirements

- Volunteers must be 18 years of age or older
- Each will be screened through our Lobby Guard sign in/out system
- Additional Department of Public Service checks may be required
- Volunteers MUST check in with the office and wear the guest sticker each and every time they volunteer

Volunteers will not be able to be part of the school if the check reveals:

- Assault
- Child endangerment, and/or
- Felony

For OWI (Operating While Intoxicated) and/or drug charges a determination will be made on a case-by-case basis. For example, permission to volunteer may be allowed if the charge was several years ago or if it was while the person was a teen or young adult.

## What Volunteers Can Do

Volunteers may be used only in an auxiliary capacity under the direction and supervision of a staff member:

- in non-teaching duties not requiring instructional judgement or evaluation of students;
- for supervision of study halls, and school-sponsored extracurricular activities;
- to assist with academic programs under a certificated teacher's immediate supervision;
- as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
- as supervisors, chaperones, or sponsors for non-academic school activities.

## What Volunteers May Not Do

- substitute for a member of the school staff;
- establish instructional objectives or lesson plans
- impose, administer or enforce student discipline
- complete assessments of student academic progress
- give medication; or
- access confidential student records.

\*Please note-we do not utilize volunteers the 1<sup>st</sup> 2 weeks or last 2 weeks of school due to the need to establish and maintain structure, schedules and routines.

## Commitment

Every volunteer is important. We are committed to making your experience a rewarding one. In doing so, plans are made or students assigned that make your presence necessary. Please call as early as possible if you cannot come or you will be late to allow teachers to make other arrangements

## Communication

As a volunteer, it is crucial that the lines of communication be open and clear. If you have a question about a task, a policy, or procedure, please ask your supervising teacher. We want you to be comfortable with the assigned tasks; let the teacher know if you are unsure of expectations. Do not be shy about your talents and interests; we are constantly developing volunteer opportunities.

Remember that you are in a supportive role of the teacher and other members of the faculty. They are responsible for any decisions made in regard to students. If you are dissatisfied or upset about an incident, policy, staff member or child, please speak directly to the administration.

## Confidentiality

As a volunteer, confidentiality is important. This may include a child's grades, performance, behavior, skills or other information shared with the school. Volunteers must understand that all of this information is confidential and cannot be shared with anyone outside of the school.

## Liability and Accident Coverage

Under the Winterset Community School District's insurance coverage, volunteers are included as "additional insured" 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.

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.

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.

## Non-Discrimination Policy

It is the policy of the Winterset Community School District not to discriminate on the basis of race, creed, color, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment), or socio-economic background (for program) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District office at 303 Wambold Dr., Winterset, IA or call 515.462.2718. The District's Equity Coordinator is Corey St. John Director of Teaching & Learning([cstjohn@winterset.k12.ia.us](mailto:cstjohn@winterset.k12.ia.us))

## Volunteer Opportunities

- **Classroom** – Perform clerical, tutorial, and teacher reinforcement tasks under the direction of the classroom teacher. Work one-on-one with a student or with a small group of students who need remedial help in academic subjects to reinforce basic skills.
- **Support Student Needs**- read, practice, play games, reinforce skills, assist with tasks.
- **Office/Clerical/Printing** – Perform secretarial or clerical functions as assigned by the building principal or secretary.
- **Media Center** – Work with the school's teacher-librarian and clerk to assist in operating the library.
- **Health** – Help meet the student's health needs, assist in routine vision and hearing screenings, assist students, and keep records of services.
- **Guest Speaker** – Share your area of expertise (hobbies, occupation, countries, etc.) with students in a classroom setting.
- **Chaperone** – Assist on field trips or pep busses.
- **School Support Activities** – Perform support as needed for special projects and events. This may include fundraisers, classroom parties, book fairs, school pictures, yearbook, science fairs, baking, etc.

## General Information

- Volunteers are required to officially register and complete the necessary paperwork at the beginning of each school year.
- Volunteers who do not meet appropriate requirements for working with students, as established by state law and Winterset 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 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 should not touch students in an aggressive or disciplinary manner. It is the teacher's responsibility to discipline the students. If you have difficulty with a student, contact school personnel immediately.
- 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 expected to sign in at the office. 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.
- Volunteers may not bring children who are not registered in the school when they volunteer.
- Volunteers should call the school as soon as they know they will be absent because staff and students count upon volunteers.
- Volunteers are expected to follow professional dress code. Dress comfortably but remember you are a role model for our students.
- Volunteers are asked to wear an identification badge for safety of our students.
- Volunteers should use the staff or visitor parking lots. Be sure not to park in bus zones or fire lanes.

## Tips and Hints

- Speak quietly, be calm and attentive, and use positive statements when working with students.
- Listening to a student is one of the most important things you can do for him/her. Try to be on the same level as the student so that you can look directly into his/her eyes. This way the student knows you are giving your undivided attention.
- When speaking to students, use a tone of voice that will encourage and make them feel accepted. Consider the age of the child you are speaking to. Young children respond better to soft tones that make them feel secure.
- State directions in a positive form. "Use the blocks for building" rather than "Don't throw the blocks."
- Use common sense when attending to or comforting an injured child. Remember that the safety and well-being of the students always come first.
- Avoid comparing students and their work. We are all individuals with unique talents. Children need every opportunity to feel successful and proud of their accomplishments.
- Don't help too much. Students learn by doing, not through passive observation. Students learn by asking questions. Ask students questions that may lead to the correct answer instead of telling them the answer directly.
- A smile to a child means warmth and acceptance.

# IMPORTANT GUIDELINES

## Safe Interactions with Students

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a supportive learning atmosphere.

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

## As You Volunteer You Will:

- Meet in public spaces with students within the school setting. Do not meet with students behind closed doors or off campus without prior parent/guardian permission.
- Refrain from initiating social activities outside the school setting unless parent/guardian approved.
- Refrain from initiating any conversation or correspondence of a private or personal nature with students.
- Refrain from engaging in social networking with students via Facebook, Instagram, Snapchat, Vine, Twitter or other social networking websites without parent/guardian approval.
- Refrain from sharing your personal phone or email information without parent/guardian permission.
- Refrain from giving students gifts unless of nominal value or identical for all students in the class.
- Refrain from giving students inappropriate signs of affection such as front hugs, students sitting on lap, touching or patting on areas other than shoulders, upper back, arms or hands or any other contact that causes a student to feel uncomfortable.

# Volunteer Registration Form

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

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

\_\_\_\_\_ City State Zip

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

Email address: \_\_\_\_\_

Employer \_\_\_\_\_ Occupation: \_\_\_\_\_

May we share your contact information with other parent volunteers?  Yes  No

Days/Times Available \_\_\_\_\_ Volunteer Interests \_\_\_\_\_

If applicable:

Name of Volunteer's Student(s): \_\_\_\_\_

School Attending: \_\_\_\_\_ Grade Level: \_\_\_\_\_

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 ticket)?  
 Yes  No

Are you able to perform, with or without reasonable accommodations, the essential functions required of this position?  
 Yes  No

## School Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the Winterset Community School District, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

Initial: \_\_\_\_\_

I hereby certify that the above information is true, accurate, and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Developmental Characteristics of School-Age Children

PHYSICAL	SOCIAL-EMOTIONAL	COGNITIVE
<b>Grades K-1 (5-6 years)</b>		
Enjoys long periods of free play	Eager for adult praise	Interested in present
Developing eye-hand coordination	Eager to engage in new activities	Eager to learn
Enjoys small group cooperative play	Eager to identify with older children	Ask many questions
Improved body coordination	Can be easily frightened by stories	Developing a sense of humor
<b>Middle Years Grades 2-3 (7-9 years)</b>		
Enthusiastic about games	Strong drive towards independence	Developing a sense of time
High activity level	Strong sense of loyalty to friends	Uses language to express feelings
Improved gross and motor skills	Rigid sense of right and wrong	Increased self-direction
Enjoys games for self-improvement	Friends with same-sex peers	Enjoys problem solving games
<b>Pre-Adolescent Grades 4-6 (10-12 years)</b>		
May be careless with clothes room and body cleanliness	Enjoy small, peer-dominated group discussions	Can often understand other points of view
Girls may have growth spurts	Are anxious to grow up	Strong interests and hobbies
Enjoy competitive games	Are intensely loyal to peer group	Enjoys rule-based games
High activity level	Are self-conscious of their abilities	Understands humor and sarcasm
<b>Early Teen Grades 7-8 (13-14 years)</b>		
May appear awkward due to rapid physical growth	Depend on peer group to determine identity	Can plan ahead and organize task with little guidance
Puberty typically begins	Critical of their parent and home	Capable of high level abstract thought
Tend to tire easily	Establishing a person moral code	Need time for self-reflection
Differ greatly in rate of maturation	Strong desire to assert independence	Develop view around social issues
<b>Teenage Grades 9-12<sup>th</sup> (15-18 years)</b>		
Needs increase sleep and exercise	More interest in the opposite sex	Learn more defined work habits
Focus on balanced diet	Develop deeper capacity for caring and sharing	Show more concern about future school and work plans
	Less time with parents, more with peers	Clear understanding of right and wrong
	May experience depression	