



# Volunteer Handbook

Bondurant-Farrar District Office  
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# **Welcome Volunteers!**

The staff and administration wish to express their appreciation to you for assuming an active role in our schools. Your interests, time, and energies will enhance the services our schools can provide for the students in Bondurant-Farrar. In your work as a volunteer, it is important to know that our students look to you as role models. We have established a volunteer handbook that better explains the important role you play as a volunteer. There has never been a more exciting time to be part of the educational community in Bondurant-Farrar Schools.

Thank you for giving your time and talents.

## Objective

The primary purpose of the Bondurant-Farrar Community Schools Volunteer Program is to provide greater educational services and learning opportunities for the youth in our community.

We welcome moms, dads, grandparents, retired seniors – anyone who is a parent or a patron of the Bondurant-Farrar Community Schools is eligible to apply.

## Becoming a school volunteer

You do not need a teaching certificate, but you should:

- Be a patron of our school district
- Have a genuine interest in helping students
- Be committed
- Be flexible

## Tips for Volunteers

### Emergencies

In case of an emergency or when you have concerns for student safety, immediately report this information to a school official.

### If You Need Help

If you need more information in order to perform a task, just ask. Establish a method of communication with the teacher, either written or verbal.

## Find Out About

- The building layout and parking facilities
- Discipline and classroom policies
- What is expected of you as a volunteer
- What to do if you are absent
- How to work with a substitute teacher
- Fire drills and safety rules

## Enjoy the Students

Be yourself! Accept students in terms of their background values, manners and vocabulary as theirs may be different from yours. By giving of yourself, by sharing time, by caring, you are making a difference. Always remember that you are appreciated. Sometimes staff members get caught up in numerous tasks of the day and may forget to say "THANK YOU!" However, we truly value the time you give to our schools.

## Volunteer Job Descriptions

Volunteers have specific duties assigned to them and work under the supervision of school staff. Below is a listing of available Volunteer opportunities at most schools in the Bondurant-Farrar School District. Placements that best utilize your skills can be discussed with any staff member. All volunteers must complete the appropriate registration forms.

- Classroom Volunteer
- Office Volunteer
- Media Center Volunteer
- Art Room Volunteer
- Extra-Curricular Volunteer

## Helpful Hints While Working With Students

- Use the child's name at every opportunity
- Listen attentively, encourage and praise
- Be receptive and interested
- Be patient
- Encourage the student's abilities and successes
- Be aware of any special needs, as appropriate

## State Law/Local Procedures

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

## Local Procedures

Volunteers who are parents or patrons are welcome in our school. They must fill out the following forms which will be kept on file in the school office:

- Volunteer Application Form
- Statement of Confidentiality
- Criminal Background Check
- Child Abuse Clearance
- Sex Offender Law Compliance
- Provide a photo identification

## School District Procedure

Volunteers who do not meet requirements for volunteers working with students, as established by state law and Bondurant-Farrar 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 guidelines established by the school administration and under the direction and supervision of teachers and school staff members.

Volunteers may not bring children who are not registered in the school district when volunteering.

Volunteers are expected to follow a professional dress code. Dress comfortably, but remember, you are a role model for our students.

Volunteers must keep information regarding students between yourself and your assigned supervisor. 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 counted upon by the staff and students. If you need to be absent, call the school as soon as possible.

## Registering as a Volunteer

All volunteers are required to officially register and complete the necessary paperwork, at the beginning of each school year.

Because student safety is the responsibility of the school, when the volunteer reports to duty he/she is expected to sign-in, in the office, in the designated volunteer log book. Signing in is very important to school staff so they can locate you in case of an emergency. Be sure to sign-out prior to your departure.

## **Vendors, Volunteers and Employees Compliance Form**

The Iowa Legislature has amended the Sex Offender Registry Law (Chapter 692A of the Code of Iowa). This notice and certificate is to assure compliance with the new State of Iowa Sexual Offenders Law and Regulations. It is our duty to ensure that all staff, vendors and volunteers are obeying these restrictions.

### **Prohibited Conduct**

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor are now prohibited from:

- Being present on school property (public and nonpublic) without written permission of school administrator or administrator's designee, unless enrolled as a student at the school;
- Being present on or in any vehicle or other conveyance owned, leased, or contracted by a public or nonpublic elementary or secondary school without the written permission of the school administrator or school administrator's designee when the vehicle is in use to transport students to or from a school or school related activities, unless enrolled as a student at the school or unless the vehicle is simultaneously made available to the public as a form of public transportation.

Note that the law does not give school administrators the option of granting written permission or waiving the following restrictions:

- Operating, managing, being employed by, or acting as a contractor or volunteer at a public or nonpublic elementary or secondary school.
- Loitering within 300 feet of the school's boundary, unless enrolled as a student at the school;
- Loitering on or within three hundred feet of the premises of any place intended primarily for the use of minors including but not limited to a playground available to the public, a children's play area available to the public, recreation or sport related activity area when in use by a minor, or a swimming or wading pool available to the public when in use by a minor. Note: This includes property owned by others (such as the City of Bondurant) but used for school activities.

### **Permitted Conduct**

Any person of the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor:

- Who is legally entitled to vote may be on school property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a school;
- Who is the parent or legal guardian of a minor may be on school property solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from school

## BONDURANT-FARRAR CSD VOLUNTEER PARTICIPATION FORM

The Bondurant-Farrar Schools staff understands the importance of using volunteers to work closely with them in support of student learning opportunities. Please indicate the type of volunteer activities below that interests you.

\_\_\_\_\_

Do you have a grade level or classroom preference? \_\_\_\_\_

Name of students you are connected with if chaperoning on a field trip.

\_\_\_\_\_

Your Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

                    First                                    Middle                                    Last

Address/City/State/Zip: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Previous last name's used: \_\_\_\_\_

Please read the following questions and supply the necessary information:

1. I am interested in volunteering for the Bondurant-Farrar Schools and agree to allow the School District to perform any necessary background checks.
2. Have you ever been convicted or plead guilty of a criminal offense against another person?  
Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, please explain \_\_\_\_\_
3. Have you ever been convicted of or plead guilty to a sexual abuse charge?  
Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, please explain \_\_\_\_\_
4. Please supply your Social Security Number (overnight only): \_\_\_\_\_

Adults often volunteer their help in classrooms and assist with student activities. Volunteer services significantly benefit the school. In the course of their work, volunteers sometimes become aware of information that should be treated confidentially. It is very important that these matters not be discussed outside of the school. We respectfully request adults who volunteer sign the form below in which they agree to keep sensitive information confidential.

In order to ensure the rights of our students, persons who visit or volunteer at Bondurant-Farrar School are asked to read and follow these guidelines of confidentiality. Do not discuss anything that you yourself would not like discussed publicly about your child including, but not limited to grades, progress, counseling, behaviors, discipline, social needs, and/or financial needs. If you are uncertain whether or not something is potentially sensitive, please refrain from discussing it until you can get authorization to do so. We look forward to working with you and making our school the best it can be.

I have read this form in its entirety and hereby certify that the above information is true, and I understand and agree to abide by this school policy of confidentiality. I also give the school district permission to conduct a criminal history background check, sex offender registry and adult/child abuse registry on me.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name Please \_\_\_\_\_

*The Bondurant-Farrar Community School District is an EEO/AA employer. The Bondurant-Farrar Community School District does not discriminate on the basis of age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability.*

**Certificate of Compliance** *(Please Check the Correct Category)*

\_\_\_\_\_ I CERTIFY THAT I AM A **VENDOR** to the Bondurant-Farrar Community School District and that I and all employees are in compliance with the new Sex Offender Registry Laws and Regulations. I further certify that no employees who service the Bondurant-Farrar Community School District are sexual offenders whose conviction involved a sex offense against a minor.

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Vendor Name

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Vendor Signature

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Date

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\_\_\_\_\_ I CERTIFY THAT I AM A **VOLUNTEER** for the Bondurant-Farrar Community School District and that I am in compliance with the new Sex Offender Registry Laws and Regulations. I further certify that I am not a sexual offender whose conviction involved a sex offense against a minor.

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Volunteer Name

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Volunteer Signature

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Date

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\_\_\_\_\_ I CERTIFY THAT I AM AN **EMPLOYEE** for the Bondurant-Farrar Community School District and that I am in compliance with the new Sex Offender Registry Laws and Regulations. I further certify that I am not a sexual offender whose conviction involved a sex offense against a minor.

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Employee Name

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Employee Signature

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Date

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