

D91
VOLUNTEER HANDBOOK
2025-2026

Welcome to Idaho Fall School District 91

Thank you for serving as a volunteer in D91. The district encourages parents, grandparents, community members and professional experts to be involved in the education of our students. Volunteers provide extra support and educational opportunities in our classrooms. This handbook is designed to provide you with clear expectations and guidelines while serving as a volunteer in our district.

TABLE OF CONTENTS

1.0 Benefits of serving as a volunteer……..……..Page 4

2.0 Volunteer opportunities in District 91…….……Page 4

3.0 How to become a volunteer in District 91……..Page 4

4.0 Guidelines for serving as a volunteer…….……Page 5

5.0 Volunteer expectations……Pages 5 - 7

6.0 Dismissal of volunteer duties……Page 8

7.0 Guidance and procedures……..Pages 8 - 9

1.0 Benefits of serving as a volunteer:

- Provide individual or small group support and instruction to students
- Assist students to gain a positive self-concept
- Increase student motivation and interest in learning
- Provide reinforcement for learning
- Relieve staff of non-professional tasks
- Provide enrichment opportunities to the curriculum
- Strengthening school-community relations
- Being a role model for students
- Help students overcome areas of weakness in their learning
- Developing an awareness of different backgrounds of students

2.0 Volunteer opportunities in District 91

District 91 has many different types of opportunities available to serve as a volunteer in our schools and programs. Volunteer opportunities include, but are not limited to assisting in classrooms, serving as a chaperone, supporting sports and clubs, or assisting with other non-instructional and instructional activities in schools.

3.0 How to become a volunteer in District 91

To become a volunteer in District 91, please contact the building administrator, classroom teacher or program supervisor. You may also visit the district website and follow the process outlined. To be considered for a volunteer position within District 91, you must be 18 years of age or older.

Prior to becoming a volunteer in District 91, you must complete a volunteer application form and pass a background check.
In addition, please read the following board policies:

3085: Harassment, Discrimination and Retaliation

3300: Drug Free School

4600: Volunteer Assistance

5240: Sexual Harassment/Sexual Intimidation in the Workplace

5310: Tobacco Free

5325: Employee Use of Social Media Sites, Including Personal Sites

4.0 Guidelines for serving as a volunteer

- Volunteers must be invited into the schools by a classroom teacher, head coach, athletic director, or administrator.
- All volunteers must check in at the office each time they visit a school.
- Volunteers are required to wear a badge identifying them as a volunteer.
- Volunteers should be scheduled in advance and approved by the building administrator.
- Volunteers will work within the guidelines established by the school administration and work under the direction and supervision of teachers and school staff.
- Volunteers will follow district policies and procedures.
- Volunteers who will have unsupervised contact (not under direct supervision of a school employee) with students must meet the conditions of Idaho Code regarding fingerprinting and background checks (Idaho Code 33-130).
- Volunteers may not supervise students during a teacher or coaches absence.
- Volunteers may not bring children who are not registered in the school when they are serving as a volunteer.
- Volunteers may not contact students or guardians outside of the school setting. This includes social media platforms, texting, phone calls or any other means of personal contact.
- Volunteers will keep all school staff and student information confidential.
- Volunteers may not enter into games with students on the playground except when directed by the building administrator.
- Volunteers may not take pictures, record or post on social media or publicly share any information about students or staff.
- If you are denied acceptance to be a volunteer with Idaho Falls School District 91, you may appeal the decision in writing to the superintendent of schools.

5.0 Volunteer Expectations

5.1 Drug-Free Workplace

Idaho Falls School District 91 is a Drug-Free Workplace. Volunteers shall not have consumed alcoholic beverages or taken illegal drugs when working in a school or with a school sponsored group.

5.2 Smoking/Vaping

Smoking, e-cigarettes, vaping or other forms of tobacco are strictly prohibited on all school property and school sponsored activities.

5.3 Dress Code

Volunteers need to follow school guidelines for student dress code. Dress appropriately as you are a role model for our students.

5.4 Attendance

Volunteers must be approved by the building administrator prior to volunteering in a school or with a program. A schedule of attendance should be created for each volunteer. If you are scheduled to volunteer and are unable to attend due to illness or other reasons, please contact the school informing them of your absence.

5.5 Confidentiality

As required by School Board policy and federal guidelines, you must keep information you learn about students and staff confidential. Sharing sensitive information will result in terminating your volunteer position. By School Board policy, you must keep information you learn about students between yourself and your assigned supervisor. A misplaced comment can be devastating to a student, a family and the volunteer program. Do not contact parents regarding the performance or behavior of any students. If you do have questions or concerns, talk with the principal or building administration. Volunteers who breach confidentiality will be dismissed.

- All student records should be considered confidential.
    - Student records should not be left in a place where they can be viewed by others.
    - Copies of records can only be shared with administrative approval.
- Volunteers should not discuss or repeat information overheard from teachers or administrators while in the staff lounges or offices.
- Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
- Directory information, including students' and staffs' names, addresses, telephone numbers, date and place of birth, a student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
- Any knowledge of a violation of this Code of Confidentiality will be immediately reported to the school administrator and the staff who supervises the volunteer and corrective action will be taken up to and including termination.

5.6 Safety

District 91 strives to keep all staff, students and volunteers safe. If you see or hear any type of behavior that may put the safety of others at risk, immediately make a report to the classroom teacher and/or building administrator.

If an accident occurs, immediately notify a school staff member. In addition, never move an injured student or staff member. Immediately contact a building staff member.

It is important to follow all safety rules and procedures of the schools. If an accident occurs, immediately contact a staff member. Never move a child involved in an accident. A member of the school staff will initiate proper procedures.

5.7 Reporting Suspected Child Abuse and Neglect

"According to Idaho Code 16-1619 **any person, including school personnel,** having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or to the Department of Health and Welfare (Policy 403.72)". Volunteers must also inform the principal that a report will be made; often the principal can help the volunteer make the necessary contact with the appropriate persons.

5.8 Student Discipline

As with employees, volunteers should not touch students in an aggressive, disciplinary or sexual nature. It is the district employees responsibility to discipline the students. Volunteers may only assist school staff and may not have sole responsibility for supervision of students.

*You may not volunteer if you are required to register as a sex offender or are currently a registered sex offender under Idaho law.

*If you are a minor (under 18 years of age) you may not volunteer in a D91 school.

6.0 Dismissal of Volunteer Duties

If a volunteer does not conform to the guidelines outlined in this handbook, the administrator may suggest alternative actions or assignments. If this option does not meet with success, the administrator has the option to terminate the volunteer's placement. Volunteers will not be placed or will be dismissed if they falsify any information on the volunteer registration form.

7.0 Guidance and Procedures

As a volunteer, what should I do if…..

A student is Injured.

If a child is injured, either major or minor, immediately notify the teacher or a staff member. Do not attempt to administer any type of aid.

A student becomes ill.

If a student complains of not feeling well, immediately notify the teacher or a staff member. Do not administer any form of medicine to the student.

I am asked to supervise students alone.

Because you are not a district employee, you are not legally permitted to supervise students alone. Consequently, if a staff member must leave, arrangements should be made to have a paid staff member present.

Someone asks to see or speak to a student.

If any person asks to speak to or take a student, direct the individual to the teacher, supervisor or administrator. Under no circumstances should you grant such a request.

A problem arises with my supervisor.

If you encounter any type of problem with your role or with your direct supervisor, please discuss your concerns with the appropriate administrator.

Someone asks you how a student is doing.

You may be asked questions concerning specific students. If a parent or friend inquires about a student or students, please direct them to schedule a meeting with the teacher, supervisor or administrator.

There is an emergency.

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

You need help.

If you need more instructions in order to perform a task, just ask. Establishing a method of communication with the teacher or supervisor is strongly suggested.

I don't know how to interact with 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!

Idaho Falls School District 91 encourages volunteers in our schools. We greatly appreciate your service as a volunteer.