

Volunteers, by virtue of their contributions of time, talents and other resources to the programs of education and student activities in the Cedar Falls Community Schools, provide important and valued services. It is the policy of the District to encourage the use of quality assistance offered by school volunteers.

Areas of volunteer services include:

- Support for instructional and co-curricular programs
- Enriched student learning opportunities through the experiences and knowledge of volunteers
- Increased individual attention for students
- Increased assistance for students of varying abilities
- Increased time for teachers to work with students

To ensure safety for students, volunteers and staff, all volunteers must adhere to the guidelines for volunteers provided by the school district and by the guidelines and procedures provided by the attendance centers in which volunteers serve.

Volunteers shall serve under the direct supervision of staff members.

In accordance with the privacy rights of students, families and staff, volunteers must ensure that personal and personnel matters encountered as volunteers in the school setting remain confidential.

### ***Procedures***

The following guidelines are established as school district policy, and are in addition to any procedures, rules and regulations provided at attendance centers and other school sites:

1. Each volunteer must check in with the building administrator/designee before beginning an assignment. At that time, the volunteer will receive the appropriate identification badge and will complete the initial log-in for the assignment. Logs will be maintained at the attendance center/site, and will show all segments of volunteer service.
2. Volunteers who work directly with students or assist staff on a regular basis will complete the *Volunteer's Confidential Statements/Assurances* form. The building administrator/designee and an administrator at the Administrative Center will review each form.

Volunteers who serve as resource speakers, concession workers, ticket sellers or ticket takers, school dance chaperones, and others whose primary role is not interacting with students will be excluded from this requirement.

3. Each attendance center/site will provide the appropriate orientation for volunteers.
4. Building administrators/designees will supervise, monitor and, where appropriate, evaluate the activities of volunteers at their sites.
5. If volunteer status cannot be approved for a person completing these procedures, or if it becomes necessary to remove a volunteer from approved volunteer status, the affected person and each administrator shall be immediately notified of the action.

**Date of Adoption:** January 11, 2000

**Date of Revision:** November 25, 2002  
October 13, 2008  
May 13, 2013

Cedar Falls Community School District  
Volunteer Information – to be completed annually

Please Print Clearly

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have any allergies of which we should be aware?

\_\_\_\_\_

Do you have any medical concerns of which we should be aware? (diabetes, seizures, etc.)

\_\_\_\_\_

Who should we contact in case of emergency?

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

-----

- The Cedar Falls School District buildings are tobacco, alcohol, and drug-free zones.
- No one other than school staff may take a student off campus without written permission of the parents and the school principal.
- Unless otherwise authorized, all volunteers must remain within sight of a school staff member.
- No one other than approved school staff may administer medicines (this includes all over the counter medication such as: Tylenol, cough drops, antihistamines) to students.
- Due to possible food allergies no food, candy, or beverages are to be given to any students.
- Refer any injury or accident to the classroom teacher who will follow the proper procedures.
- Information received from working in the school is to be kept strictly confidential.

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

Cedar Falls Community School District  
Cedar Falls, Iowa 50613-2214

Volunteer's Confidential Statements / Assurances – to be completed annually

As one component of the District's policy to provide safe learning environments for students and staff who work with volunteers in the schools and at school activity sites, the following information is required from all persons who seek approved volunteer status.

1. Have you ever been convicted of, or plead guilty to, a serious misdemeanor, aggravated misdemeanor or a felony under Iowa law or the laws of any other state or country?  
 Yes     No
  
2. Have you ever been convicted, or had an administrative finding, or violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?  
 Yes     No
  
3. Have you ever been the subject of, or been listed as, the perpetrator in a founded child abuse report?  
 Yes     No
  
4. Are you required to register as a sex offender with the Sex Offender Registry or with any other such registry?  
 Yes     No
  
5. Do you currently have charges pending, or are there any ongoing investigations relating to any of the situations listed above?  
 Yes     No
  
6. (For those who will be volunteer drivers) Has your driver's license ever been revoked or suspended?  
 Yes     No

(A yes response to any of the above questions will lead to an interview with an administrator)

School(s) in which you wish to serve: \_\_\_\_\_

By my signature, I agree that should any of the information above change in the future, I shall immediately contact the Administrative Center and inform the District of any changes.

I further certify that the information provided herein is complete and correct. I understand that this form will be filed in the District's Administrative Center.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or Designee Signature

\_\_\_\_\_  
Date