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Mediapolis  
Elementary

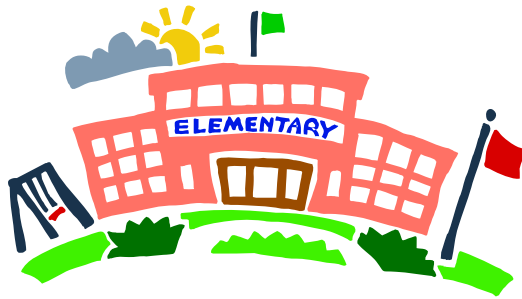


**Volunteer Handbook**  
**2007-2008**

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# Staff List

## 2007-2008



Pre-Kindergarten	Alyson Deats-Miller
Kindergarten	Denise Braby
	Renee Bush
	Cindy Schulte
1 <sup>st</sup> Grade	Cathy Johnson
	Linda Klindt
	Ann Ure
2 <sup>nd</sup> Grade	Lori Carnes
	Kari Dotson
	Kim Scheitlin
3 <sup>rd</sup> Grade	Jan Cummings
	Kim Hedges
	Jill Murphy
4 <sup>th</sup> Grade	Dana Hillyard
	Becky Kennedy
	Sonia Oberman
5 <sup>th</sup> Grade	Kathy Armstrong
	Bob Hauenstein
	Todd Rogers
Title I	Carolyn Rumley
Special Education	Wende Allender
	Colleen Earnest
	Laura Elder
	Kendra Rashid
	Wendy Wiley

Literacy Center	Chris Mumme
TAG	Nancy Carter
Music	Peggy Aamodt
Band	Tabatha Klopp
Art	Chris Laue
Physical Education	Christie Egemo
Guidance Counselor	Heather Anderson
Nurse	Carol Cary
Librarian	Gina Turner
Secretary	Erin Allen
Principal	Tanya Langholdt

It is the policy of the Mediapolis Community School not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code Sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. & 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. & 206, et seq.), Title IX Educational Amendments, 20 U.S.C. & 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. & 794) and the Americans with Disabilities Act (42 U.S.C. & 12101, et seq.)

# Welcome

Dedicated to our volunteers who willingly donate their time and talents to strengthen our educational system.

We thank you for the support and time you so generously offer.  
Our schools are richer because of your help.



The kindness you convey,  
in your warm and open way,  
your caring heart, dedications and cheer,  
make you a very special volunteer.

So please accept our thanks  
for all you will do.  
We are truly grateful  
we can count on you.

# Code of Ethics

Please consider the following key areas when serving our schools as a volunteer:

## **Attitude**

- Be warm, friendly and courteous. Be positive and always support student efforts. Remember that each student learns individually at different rates and through different methods.

## **Dependability**

- The teacher and student expect you to be there on schedule. Meet the commitment you have made. Please give a 24-hour notice if you can't be present.

## **Confidentiality**

- Do not discuss children, grades, teachers, or problems outside of the classroom or offices. No child or staff member is to be the subject of negative, degrading, or uncomplimentary information disseminated outside the school environment. If you see a problem, please consult the building administrator.

## **Communication**

- The total experience of volunteering is to support the teachers and students. It should be a rewarding and learning experience for everyone involved. Please be open and approach the appropriate school personnel with questions, concerns or interpretations of policies or procedures.



## Policies and Procedures

1. Report to the principal's office upon arrival and before departure from the building. A register will be available to record sign-in and sign-out times. A badge will be given to you when you check-in. Volunteers must wear an I.D. badge when working in the building. Please return the badge when you check-out.
2. Please notify the school as soon as possible if you will not be able to volunteer as arranged.
3. Volunteers, like all school staff members, are encouraged to dress comfortably in accordance with the activities to be performed.
4. Know the procedures for fire/tornado drills. Proper instruction will be provided to you.
5. Personal calls are discouraged from school; however, they can be made from the telephone in the office when necessary.
6. All Mediapolis School District facilities are smoke free environments.
7. Volunteers are welcome to eat at school. The same procedures and price structures followed by staff members are available to volunteers. The teachers' workroom is always open for volunteer use.
8. Concerns should be directed to 1) the staff member to whom you are donating your time; 2) the building administrator.
9. Report student disciplinary concerns immediately to the nearest staff member.
10. Report any accident in which you may be involved to the principal's office immediately.



# Volunteer Responsibilities

1. Be positive, warm, friendly and courteous. Please be aware that students are aware of and sensitive to volume and tone of voice.
2. Be prompt and dependable. Please give 24-hour advance notice of impending absence whenever possible.
3. Be neat in appearance and dressed appropriately for the task at hand.
4. Volunteers always work under the direct supervision of teachers, administrators or support staff.
5. Volunteers do not assume responsibility for disciplining, counseling or evaluating students.
6. Volunteers will not be expected to prescribe instructional programs or materials.
7. Volunteers must not attempt to administer aid in the event of student illness or injury and must avoid coming into contact with any body fluids.
8. Notify the teacher or building administrator if a student confides any abusive situations at home. Appropriate staff will file a report and follow-up as outlined by Iowa law.
9. Understand that any and all information to which there is access in the school or classroom is confidential.
10. Work within the rules of the school and the procedures of the Volunteer Program.



## Volunteers Can Expect...

1. Orientation and training
2. An assignment suitable to the preference, temperament, life experience, and education of the volunteer
3. Timely and detailed instructions for assigned tasks
4. Work space with appropriate materials and equipment
5. School calendar
6. Supervision and support
7. Two-way feedback
8. Cooperation
9. Appreciation
10. Recognition

## Qualifications of the Successful Volunteer

Common characteristics of the successful volunteer include:

- ❖ Genuinely liking and caring about students and staff
- ❖ Dependability
- ❖ Desire to help the school and its students
- ❖ Flexibility
- ❖ Confidentiality
- ❖ Effective communication skills (i.e. correct grammar usage, etc.)

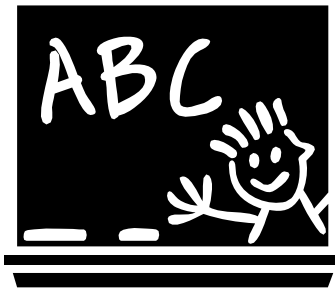
# Suggestions for a Rewarding Volunteer Experience

Make every effort to be:

- Honest in approach and attitude
- Patient when working with students
- Fair to all students -- avoid comparisons
- Flexible and adaptable
- Consistent in your interactions with all children
- Friendly and courteous
- Considerate and respectful

Children respond best when:

- ◆ You know their names.
- ◆ They know your name and how to properly pronounce it.
- ◆ They feel you are genuinely interested in them as a person.
- ◆ They feel you are someone in whom they can rely.
- ◆ They are not afraid of making a mistake.
- ◆ They are addressed with a warm tone of voice at a volume appropriate for the environment.



# Suggested Volunteer Opportunities

## **Tutoring/Mentoring**

- ✓ Listen to a child read
- ✓ Reinforce math facts or spelling words
- ✓ Read to a small group
- ✓ Guide students in completing an assignment
- ✓ Enhance individual computer skills
- ✓ Being a positive role model

## **Aiding**

- ✓ Assist in computer lab or library
- ✓ Tape record text or library books
- ✓ Type
- ✓ Enter information into a computer in a word processing, data base, or spreadsheet application
- ✓ Make instructional games and aids
- ✓ Organize a learning center
- ✓ Design bulletin boards
- ✓ Record keeping

## **Enrichment**

- ✓ Share background and experiences
- ✓ Share information about local history
- ✓ Demonstrate a craft, hobby, or art
- ✓ Discuss an occupation
- ✓ Read a story to a group
- ✓ Demonstrate a musical instrument
- ✓ Discuss travel experiences
- ✓ Assist with a special project
- ✓ Supervise field trips
- ✓ Chaperone social activities

## **At Home**

- ✓ Make materials
- ✓ Telephoning
- ✓ Typing and tape recording

# Reality Check for School Volunteer Requests

- Does this request fit within the role and guidelines for school volunteers?
- Is this something the staff person is really willing to delegate?
- Is this something a volunteer would be willing to do?
- Would a volunteer have the skills to do this? If not, could they be trained?
- Does this request conflict with a paid staff position?



## **Additional Information**

The policies and information on the pages that follow are for the protection of all school volunteers. Please read the materials carefully. Thank you again for all you do for the students of the Mediapolis Community School District.

Bloodborne Pathogens

Board Policy 102.2 – Anti-Bullying/Harassment Investigation Procedures

# Bloodborne Pathogens

A student is sharpening his pencil and a classmate has her foot in the aisle. Oops, he tripped! He has a bleeding laceration on his knee. **How you we respond?** Our first instinct is to rush in and help. But wait. What do we do to protect ourselves from diseases transmitted by blood?

In December of 1991, The Occupational Safety and Health Administration (OSHA) decided that some school employees face a risk as a result of occupational exposure to blood. A regulation was issued outlining a procedure to reduce the risk of contracting a bloodborne disease. Proper training is needed to minimize this danger to one's health. Volunteers in schools also need this information.

Universal precautions are the crux of this regulation. "Universal precautions" mean that **all** blood and body fluids containing visible blood be treated as if they were infected with a bloodborne disease regardless of how well you know the source individual. Hands must be washed immediately and thoroughly if contaminated with blood and other potentially infectious body fluids.

So, how do you respond? ...

1. Encourage the student to take care of the problem to the extent (s)he is able.
2. Direct or take the student to the nurse.
3. **If** it is necessary for you to touch blood or body fluids, wear gloves or provide a barrier between you and the body fluid.
4. Hands should be washed regardless of whether gloves are worn and after gloves are removed.

A student who is infected with a bloodborne virus is not required to inform the school of his/her status, so all of us must use safeguards to protect ourselves from exposure to anyone's blood.

Accidents do happen. If you are exposed, immediately report the incident to your building nurse and administrator. You will be asked to complete an accident report.

As a volunteer, react to an emergency not only with your heart but with your head. Take time to protect yourself while helping others.

# Anti-Bullying/Harassment Investigation Procedures

Students who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

## COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the elementary counselor (investigator for grade 6-12) and high school counselor (investigator for grade K-5). The alternate investigators are elementary principal (grades 6-12) and high school principal (grades K-5). The investigator may request that the individual complete the Harassment/Bullying complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Refer to Board Policy 102.2 for more detailed information.

# Mediapolis Community School Volunteer Application Form

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

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

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Skills/Interests: \_\_\_\_\_

\_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

Duties Preferred: \_\_\_\_\_

\_\_\_\_\_

Age of Child Preference: \_\_\_\_\_

\_\_\_\_\_

Time and availability and preference (day and hours): \_\_\_\_\_

\_\_\_\_\_

Emergency Contact/Special Health Consideration: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

# Mediapolis Community School Background Check Waiver

Thank you for your interest in serving as a volunteer for the Mediapolis Community School District. Your assistance allows us to provide our students with many opportunities that would otherwise not be available.

To help us assure the protection of your children, we ask that you complete the following information. The forms, which are updated each year, are kept on file in the building administrator's office.

I, the undersigned, do confirm that I have no previous criminal convictions or criminal arrests except for the following:

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There have been no child abuse allegations made against me except for the following:

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Further, my below signature is full authority for any person or entity to give the building administrator any information particularly as it relates to the undersigned's ability and suitability to participate in the Mediapolis Community School District's Volunteer Program. I do hereby hold harmless any agency, person, or other entity who might, pursuant to the Waiver, provide any information to the building administrator. I understand any information gathered about me will be kept confidential by the building administrator.

A photocopy of this authorization shall have the same force and effect as the original.

I do further state that all the information given above is true and correct.

Signed at Mediapolis, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Applicant: \_\_\_\_\_