

**Volunteer Cover Sheet**

**2024-2025**

**Newton Community School District**

- All forms must be submitted to the Student's School Building

**Completed by the volunteer:**

***Please allow 2 weeks for the background check to be completed.***

Volunteer Name \_\_\_\_\_  
First and Last Name

Requested Building \_\_\_\_\_  
Please list the name of the building in which you wish to volunteer

Requesting Teacher \_\_\_\_\_  
Name of the teacher requesting the volunteer

Date \_\_\_\_\_

***Please return this form to the building requested.***

**Completed by the building:** Please make 2 copies of the photo ID and send 1 to HR

Requesting Teacher \_\_\_\_\_  
Please print the name of the teacher requesting the volunteer

Volunteer Date \_\_\_\_\_  
Please list the date the volunteer is needed for a field trip or classroom activity

Building Principal Approval \_\_\_\_\_  
Signature of Building Principal

Date of Principal Approval \_\_\_\_\_

**Completed by the Human Resources Office:**

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

Approval Length (2 Years) \_\_\_\_\_

Signature of HR designee \_\_\_\_\_

# Newton Community School District

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## 2024-2025 Volunteer Handbook

### Welcome!

The Newton Community School District would like to thank you and express our appreciation for your support of our students through volunteer work. Your efforts, time, and energy will enhance the services we can provide to our children. We hope you find personal satisfaction in giving to our students and that you recognize your potential impact as a role model.

Because of this status as a role model, we are establishing this volunteer handbook. We request that you apply to volunteer on an annual basis, and if you have children in multiple schools in the Newton Community School District only one application is needed every 2 years. This is an exciting time in education and a critical time in the growth and development of our children. Thank you for donating your talents and finding the time to volunteer.

Respectfully,

Tom Messinger, Superintendent

Laura Selover, Director of Human Resources

Amy Shannon, Director of Teaching & Learning

Danielle Enny, Director of Special Education

Tim Bloom, Director of Business Services



"The Newton Community School District will do whatever it takes to ensure all students learn to think, innovate, and succeed."

## **Objective**

The primary purpose of the Newton Community Schools Volunteer Program is to enhance educational services and learning opportunities to our students. We welcome moms, dads, guardians, grandparents, local citizens, and retirees to volunteer. Any patron of our district who has an interest in our educational programs and opportunities for students is eligible to apply.

## **Becoming a Volunteer**

You do not need a teaching certificate to volunteer but you should:

- Be a parent or patron of our school district.
- Have a genuine interest in helping students.
- Be committed to your volunteer activity.
- Be flexible.
- Exhibit regular attendance.

## **Tips for Volunteers**

### Emergencies

In the case of an emergency or when there are concerns for a student's safety, this should be reported immediately to the campus principal or to the student's teacher.

### If You Need Help

If you need more information to perform the requested volunteer duty, simply ask the teacher or school personnel. You can communicate in person or in writing with the teacher.

### Discover and Find Out

- The building layout and parking facilities
- The emergency procedures – fire and safety drills
- The teacher's discipline and classroom policies
- The teacher's expectations of you
- What to do if you are going to be absent
- How to work with substitutes

### Enjoy the Experience and the Students

Focus on being yourself and accepting the students on their terms – their backgrounds, values, and manners. Be giving, sharing, and caring – you make a difference. You are appreciated even when staff get caught up in the daily activities and fail to say "thanks!"

## Typical Volunteer Job Descriptions

Volunteers have specific duties and responsibilities assigned to them when they work as a volunteer under the supervision of school staff. Below are some guidelines and examples of the types of volunteer jobs available within our schools.

1. Instructional Volunteer Inside the Classroom
  - a. Making bulletin boards
  - b. Gathering resource materials
  - c. Making charts, classroom (name/desk/locker) tags
  - d. Copying papers
  - e. Assisting with student related activities: small group or 1:1 interaction/ instruction; listening to students read or reading to students; playing educational games or practicing skills
2. Classroom Celebration Activities
  - a. Provide food
  - b. Arrange, develop, and organize games and activities for use in the classroom
  - c. Participate in classroom game activities
  - d. Lead small group activity
3. Chaperone
  - a. Travel with the student groups
  - b. Supervise small groups of children at the activity
  - c. Maintain and account for the whereabouts of children during the activity
  - d. Participate in the activity with the students

## Hints to 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, acknowledge their abilities and successes
- Inquire about special concerns or needs of students as they relate to your assistance

## Law and Local Procedures

Volunteers are an integral part of our educational team. State and federal law, and local policies and procedures provide specific restrictions on what volunteers may or may not do.

## Local Procedures

Volunteers who are parents, guardians, or patrons are welcome in our schools. **They must fill out the following forms and return them to the school principal.** Once the volunteer status has been approved by the district administrative offices, the forms will be kept on file at the school.

- Volunteer Information Form
- Child Abuse Registry Clearance
- Sex Offender Registry Law Compliance
- Statement of Confidentiality
- State of Iowa Criminal History Record Check Request Form
- Provide a Photo Identification (Schools: Please retain a copy for your building and also submit a copy to Central Office with packet)

## School District Procedure

Volunteers will work within the guidelines established by the school administration and policies established by the Board. When on the campus, a volunteer will work under the direction and supervision of teachers, staff members, and the principal.

Volunteers may not bring children who are not registered in the school when they volunteer.

Volunteers are expected to follow professional dress code as outlined by the campus principal.

Volunteers should not touch students in an aggressive, disciplinary, or sexual manner. It is the teacher's responsibility to discipline the students. If a volunteer has difficulty with a student, the teacher or other appropriate school personnel should be contacted immediately.

Individuals who do not meet the appropriate requirements established by the state law or the Newton Community School District procedures, will not be permitted to volunteer. If the volunteer does not conform to law or guidelines, the principal maintains the option to suggest alternate assignments, or terminate the volunteer's placement.

Volunteers must keep information you learn about students between you and your assigned supervisor as outlined in the Statement of Confidentiality. A misplaced comment can be devastating to a student, a family, or the school volunteer program. If you have questions or concerns, talk with the building principal. Volunteers who breach confidentiality will be dismissed from the program.

Volunteers become a part of the program and the program becomes dependent upon them. If a volunteer is going to be absent, the volunteer should contact the principal or teacher prior to the absence and as soon as possible.

## **Registering as a Volunteer**

All volunteers are required to officially register and complete the necessary paperwork as a volunteer prior to becoming able to volunteer in any of the schools or school programs.

Because student safety is the responsibility of the school, when the volunteer reports to duty, he/she is expected to follow the visitor sign-in procedures. The visitor should engage the buzzer at the front entrance, enter and sign-in in the office, produce photo identification, and receive their visitor or volunteer badge. Signing-in is extremely important so school staff can locate you in the case of an emergency. After the assignment, the volunteer should continue to follow the visitor procedures by signing-out in the office.

## **Liability and Accident Coverage**

Under the Newton Community School District insurance coverage, volunteers are included as "Additional Insureds" 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. 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. In order to be covered under this liability coverage you must be an approved volunteer and sign in and out each time during your volunteer service.

## Volunteer Information Form

**DEADLINE:** Complete and return pages 6,7,8 & 9 to school building 3 weeks prior to the event you want to attend.

Circle the school building in which you would like to volunteer: Emerson Hough   Thomas Jefferson   Woodrow Wilson  
Berg Middle School   Newton High School   WEST Academy

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

How long have you lived in Iowa? \_\_\_\_\_

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

List the areas in which you would like to volunteer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal References (please list two references):**

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

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

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

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

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 tickets)? Yes \_\_\_\_ No \_\_\_\_

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

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

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

## 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 Laws and Regulations. It is your duty to make sure that you, (and for vendors, your employees), 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, recreational 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 Newton) but used for school activities.

### permitted 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:

- 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 a school

### certificate of compliance (Please Check The Correct Category)

\_\_\_ I CERTIFY THAT I AM A VENDOR to the Newton 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 Newton Community School District are sexual offenders whose conviction involved a sex offense against a minor.

Vendor Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_ I CERTIFY THAT I AM A VOLUNTEER for the Newton 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_ I CERTIFY THAT I AM AN EMPLOYEE for the Newton 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

It is the policy of the Newton Community School District 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.).



## Statement of Confidentiality for School Volunteers

I understand in the course of my association as a volunteer with the Newton Community School District, I share the responsibility of maintaining the confidentiality of any student or employee information that may be available to me. I understand that it is my responsibility to assure rights and confidentiality of information both written and verbal.

As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit students. I promise to take to my work an attitude of open-mindedness, willingness to learn, as well as interest and commitment.

I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and if substantiated could result in termination of volunteer involvement with the Newton Community School District.

I acknowledge that I have read and understand this statement of confidentiality.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



STATE OF IOWA  
Criminal History Record Check  
Request Form



DCI Account Number: 4046 F  
(if applicable)

To: Iowa Division of Criminal Investigation  
Support Operations Bureau, 1<sup>st</sup> Floor  
215 E. 7<sup>th</sup> Street  
Des Moines, Iowa 50319  
(515) 725-6066  
(515) 725-6080 Fax

From Newton Community School District  
E.J.H. Beard Administration Center  
1302 First Avenue West  
Newton, IA 50208

Phone: 641-792-5809

Fax: 844-494-8063

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (mandatory)
 	<input type="checkbox"/> Male <input type="checkbox"/> Female	 

**Waiver Information:** Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

**Waiver Release:** I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: \_\_\_\_\_

Iowa Criminal History Record Check Results

(DCI use only)

As of \_\_\_\_\_, a search of the provided name and date of birth revealed:

- ☐ No Iowa Criminal History Record found with DCI
- ☐ Iowa Criminal History Record attached, DCI # \_\_\_\_\_

DCI initials \_\_\_\_\_

**Waiver Information:**

Iowa law does not require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, without a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the "No Iowa Criminal History Record found with DCI" box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

**General Information:**

The information requested is based on name and exact date of birth only. Without fingerprints, a positive identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) only. The DCI files do not include other states' records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a deferred judgment *is not* considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A deferred sentence *is* a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

**REMINDER** - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed billing form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees' record checks.