



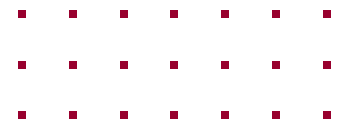
ANKENY
COMMUNITY SCHOOL DISTRICT



VOLUNTEER MANUAL

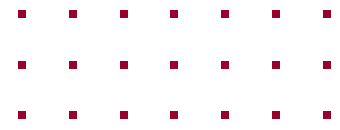
2024 / 2025

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Welcome Message



Thank you for offering your time to support the students, staff, and administrators in Ankeny Community School District. Children learn better when schools, families, and communities work together, and by sharing your time you are directly impacting our mission to equip students with the skills to flourish and contribute to an ever-changing world.

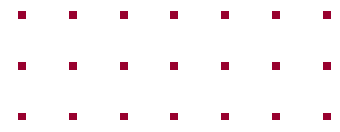
We live in a community full of robust skills, abilities, interests, and knowledge that can enrich the experience for our students. As a district, we are excited to welcome parents, family members, and others from community, to serve as a volunteer.

Volunteering takes shape in many ways and is often at the discretion of each individual school. Examples of opportunities might include reading with a student, restoring library books to shelves, supporting students in the high school coffee shops, sharing about your career, and so much more!

Throughout this manual, you will gain an understanding of district volunteer policy, the process for becoming a volunteer, ways to sign up for various opportunities, and guidelines/best practices for how to engage with our students.

Thank you for giving your greatest gift, time!

Volunteer Program Objective



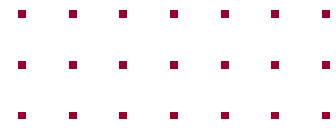
Objective



The primary objective of the Ankeny Community School District's volunteer program is to provide greater educational services and learning opportunities for the students in our community. Through volunteerism, ACSD is able to expand assistance in schools, support relationship building between students and community members, and allow the community to participate in the vital role of preparing our students for post-secondary success.

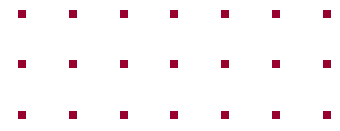


Our Schools & Programs



North Feeder	South Feeder
Ankeny Centennial High School 10-12 2220 NW State Street 515-965-9610	Ankeny High School 10-12 1155 SW Cherry Street 515-965-9630
Northview Middle School 8-9 1320 N Ankeny Blvd 515-965-9700	Southview Middle School 8-9 1020 Cherry Street 515-965-9635
Prairie Ridge Middle School 6-7 1010 NW Prairie Ridge Drive 515-965-9705	Parkview Middle School 6-7 105 NW Pleasant Street 515-965-9640
Abbie Grove Elementary K-5 5001 NW 18th St 515-965-4815	Crocker Elementary K-5 2910 SW Applewood Street 515-965-9710
Ashland Ridge Elementary K-5 2600 NW Ash Drive 515-965-9594	East Elementary K-5 710 SE Third Street 515-965-9660
Northeast Elementary K-5 1705 NE Trilein Drive 515-965-9620	Heritage Elementary K-5 301 SW Prairie Trail Parkway 515-965-9645
Northwest Elementary K-5 1202 W First Street 515-965-9680	Prairie Trail Elementary K-5 1850 SW College Ave 515-965-9605
Rock Creek Elementary K-5 3800 NW Abilene Road 515-965-9629	Southeast Elementary K-5 1005 SE Trilein Drive 515-965-9650
Westwood Elementary K-5 2920 NW Ninth Street 515-965-9690	Terrace Learning Center Pre-K 310 NW School Street 515-965-9670
Summit & Beyond 306 SW School St 515-965-9600	Orbis Ste 15S 1102 N Ankeny Blvd 515-963-7455

District Volunteer Policy



■ District Approach

The board welcomes the interest of parents and other members of the school district community and invites them to consider volunteering to support district initiatives while at the same time ensuring an appropriate level of safety and security in our buildings. The district may officially recognize the contributions made by volunteers.

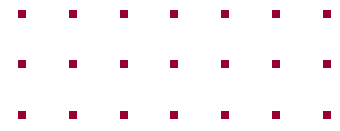
■ Volunteer Definition

Volunteers are individuals who, without compensation or expectation of compensation, perform a task at the direction of the district. Volunteers are not district employees. Volunteers may provide voluntary service on an ongoing or continual basis or may provide a one-time or occasional unpaid service under the immediate supervision and discretion of the professional staff to whom the volunteers are assigned.

■ Clearance Process

All prospective volunteers must complete a volunteer application, successfully pass a background check, and submit any additional paperwork required by the district. The district will not discriminate against volunteers or prospective volunteers on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and/or socioeconomic status.

District Volunteer Policy



■ Standards of Behavior

Volunteers are held to the same high standards of behavior as district employees and, as such, when they are serving as volunteers, are subject to the procedures outlined in the Volunteer Manual, as well as any and all other applicable laws, regulations, and district policies and procedures.

Volunteers will conduct themselves in a manner fitting their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Volunteers failing to conduct themselves accordingly may be asked to leave the premises.

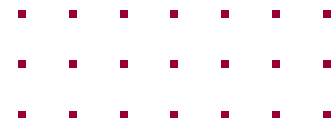
It is the responsibility of employees to address inappropriate volunteer conduct in accordance with district policies, including reporting inappropriate conduct to their supervisor(s) and/or other designated district staff when warranted.

The superintendent/designee shall develop administrative regulations for the recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of district volunteers.

■ Suspension/Dismissal

The district has the discretion to temporarily alter and/or suspend an individual's volunteer status and/or the admittance of volunteers to district facilities without notice, provided that such action is not undertaken for an unlawful purpose.

District Volunteer Policy



Parameters Related to SOR

Iowa's Sex Offender Registry Law (Iowa Code Chapter 692A) provides a number of requirements that pertain to school district volunteers. You are responsible for knowing and complying with these items.

First and foremost, the law prohibits the district from allowing 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 from being a volunteer at a public elementary or secondary school.

The following notice is provided to assure compliance with other relevant requirements. Any person on the SOR or required to be registered on the SOR and whose conviction involved a sex offense against a minor is also:

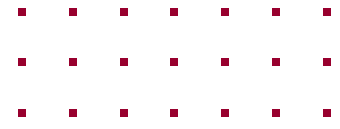
Prohibited from:

- 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 Ankeny) but used for school activities.
- Being on district property and/or without the written permission of the superintendent/designee.
- Being present in any district-owned, leased, or contracted vehicle or other conveyance being used to transport students for a district-related reason without the written permission of the superintendent/designee.

Permitted to:

- (if legally entitled to vote) Be on district property where the offender's polling location is located solely for the period of time reasonably necessary to vote in a public election;
- (if the parent/legal guardian of a minor attending school in the district) Be on district property solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from a school.

District Volunteer Policy

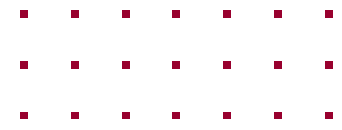


■ Standards of Behavior

All volunteers are expected to maintain appropriate behavior and conduct. Please refer to the additional outlined and linked policies below for which volunteers are responsible for upholding.

- [104.00 Anti-Bullying/Anti-Harassment](#)
- [402.13 Harassment](#)
- [500.00 Equal Educational Opportunities](#)
- [504.41 Abuse of Students by Employees & Volunteers](#)
- [504.45 Inappropriate Student Interact](#)
- [506.01 FERPA](#)
- [804.71 Internal Controls](#)
- [1004.30 \(& Regulation\) Visitors](#)
- [1004.33 \(& Regulation\) Volunteers](#)
- [1004.70 Crowdfunding](#)

Application and Approval Process



In order to become an approved volunteer, you must complete all steps outlined below. Please contact the Community Engagement Department with questions or support. **The entire process can take two or more weeks, please do this well in advance of any volunteer opportunity in which you're hoping to participate.**

1 Create an Account in Better Impact

The District uses a software called Better Impact to manage volunteer information, ensure volunteer compliance with screening process, and share volunteer opportunities. All volunteers must create an account in Better Impact, which can be accessed [here](#).

Be prepared to provide the following:

- Personal contact information
- To receive volunteer opportunities for more than one school, be sure to submit an application with the individual schools.

2 Complete a Background Check

All volunteers must meet compliance with a background check prior to service. Please refer to this [matrix](#) for compliance requirements.

To access the background check system, use this [link](#).

The background check consists of

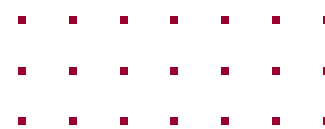
- Comprehensive Criminal Background Check
- Child Abuse Clearance
- Sex Offender Registry Status

To complete the screening be prepared to provide the following:

- Personal contact information
- Social Security number
- Driver's license number

Background checks will be due for rescreening every 5 years.

Application and Approval Process



3 Annual E-Learning Module

The District expects all volunteers to review the Volunteer Manual and agree to the expectations annually. To do this, access the E-Learning Module through your Better Impact account under XXX.

4 Receive Status Update

Once all steps have been completed and successfully meet the criteria for approval, volunteers will receive e-mail notification with status change.

5 Sign up for Specific Opportunities

Congratulations!! After receiving approved status in your volunteer portal, you will be able to sign up for specific volunteer opportunities and begin support the District's efforts.

Please remember:

- If you are planning to volunteer for an opportunity, you must sign up through the Better Impact portal. If a position is full, we encourage you find a different opportunity.
- When you arrive at the school, you will always be asked to provide your photo ID to be run through the Raptor system. This is a standard procedure that will not change with an approved volunteer status.

*Some opportunities must be assigned by District staff.

Guidelines



Your Role



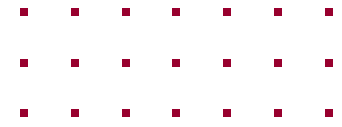
In your role as a volunteer, you have the ability to make a positive, lasting impact on students in your community. These expectations are laid out to provide guidance in your role.

Expectations



- All volunteers must complete the requirements detailed above and receive approval notification prior to service.
- When volunteering at a school, check-in at the main office where you will be required to provide a photo ID, sign-in, and receive a visitor's badge. Be sure to sign out upon departure.
- Arrive on time or early for your volunteer shift. If you are no longer able to attend, be sure to communicate with a school contact.
- Unless explicitly communicated, do not bring snacks or gifts for students.
- Volunteers are there to be a support, not discipline. Report any concerns to the teacher or other school staff for them to handle.
- Be a strong role model by using appropriate behavior, language, and conduct.
- Respect the diversity of our students. Do your best to use proper name pronunciation, understand different cultures celebrate different holidays, and recognize everyone's home situation is unique.
- Volunteers should never initiate touch with students. If a student begins a high-five, fist bump, or hug, you may do so, appropriately, if you feel comfortable.

Best Practices



Be Genuine

Authenticity fosters trust, connection, and positive role modeling, laying the foundation for meaningful mentorship.

Use Active Listening

Listening helps gain perspectives, validates experiences, and empowers everyone to confidently express themselves.

Be Engaged

Offering guidance is pivotal for providing support, direction, and encouragement, empowering others to navigate challenges.

Practice Empathy

Empathy is vital for building understanding, trust, and supportive connections, essential for the growth and well-being of others.

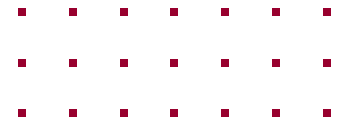
Have Boundaries

Having clear boundaries is necessary for maintaining a safe and respectful environment, ensuring both the well-being of others and yourself.

Don't Guarantee Confidentiality

As trust is developed with youth, they might be inclined to share sensitive information. Never guarantee confidentiality, especially when safety is at risk.

Helpful Links & Contact



Volunteer Webpage

Learn more about the ways Ankeny Community School District is utilizing volunteers.

Better Impact


Complete your volunteer application, annual volunteer manual agreement, and find volunteer opportunities.

Background Screening

Complete your background check here.

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