VOLUNTEERING WITH KANSAS CITY
PUBLIC SCHOOLS

Introduction

The COVID-19 pandemic is a national crisis that poses a serious health risk for everyone. On March 19, the Centers for Disease Control and Prevention (CDC) updated its guidance based on science and data indicating schools are safe to return to some form of in-person learning. With this in mind, we have been moving forward with a back-to-school plan for the 2021-2022 year. This plan continues to be updated based on the status of the pandemic and the development of new best practices.

KCPS acknowledges the significant role volunteers play regarding programming, services, and achievement, and greatly appreciates the many contributions made to its students, staff, and schools. This handbook is designed as a partnership tool; it includes basic information and tips for working with students. It also includes very important legal information that all school staff and volunteers must understand and abide by to ensure that students and adults in our schools are safe.

Thank you for your support as we continue to make decisions in the best interest of safety and learning for our students, families and staff. If you have questions or concerns, please email pie@kcpublicschools.org or click on the "Let's Talk" feature at the top of every page on our website.

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Volunteering with Kansas City Public Schools

2021-22 School Calendar

KANSAS CITY
PUBLIC SCHOOLS

2021-2022
185-day School Calendar

FOR MORE INFORMATION FOLLOW US ON OUR SOCIAL MEDIA @KCPublicSchools

2021

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	(12)	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

(12) ....Teachers Return
12-20 ......Teacher PD/Prep Days
23 ......First Day for Students

First Semester: August 23 - January 24
First Quarter: August 23 - October 26

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	(22)	23	24	25
26	(27)	28	29	30		

SEPTEMBER

6 ....Holiday - Labor Day
(22) ....Midterm exams
(27) ....Midterm Grades Due

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	(26)	(27)	28	(29)	30

OCTOBER

14 ....Parent-Teacher Conferences
10am- 6pm
(No School for Students)
15 ......Professional Development Day
(No School for Students)
26 ....First Quarter Ends
27 ......Second Quarter Begins
29 ......1st Quarter Grades Due

Second Quarter: October 27 - January 14

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	(30)				

NOVEMBER

24-26 ...No School - **Fall Break**
(30) ....Midterm Exams

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	(3)	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER

3 ....Midterm Grades Due
20-31 ....Winter Break

2022

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	(14)	15
16	17	(18)	19	(20)	21	22
23	24	25	26	27	28	29
30	31					

JANUARY

3 .... .5 PD / .5 Workday
(No School for Students)
14 .... Second Quarter Ends
17 ....Holiday - MLK Day
18 ...1st Day of Second Semester/
Third Quarter
20 ....2nd Q/Semester Grades Due

Second Semester: January 18 - May 27
Third Quarter: January 18 - March 29

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	(15)	16	17	18	19
20	21	22	23	24	25	26
27	28					

FEBRUARY

15 .....Midterm Exams
17 ....Parent-Teacher Conferences
10 am - 6 pm
(No School for Students)
18 .....Teacher Workday
-Midterm Grades Due-
(No School for Students)
21 .....Holiday - President's Day

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	(29)	(30)	31		

MARCH

21 - 25 ....Spring Break
29 ....Third Quarter Ends
30 ....Fourth Quarter Begins

Fourth Quarter: March 30 - May 27

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					(1)	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	(27)	28	29	30

APRIL

1 ....Third Quarter Grades Due
15 ....Spring Holiday
27 .... Midterm Exams

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	(2)	3	4	5	(6)	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY

2 ....Midterm Grades Due
6 ....Senior Grades Due
27 ....Fourth Quarter /
Final Grades Due
Last Day for Students & Teachers
(.5 day for students)

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2901 Troost Ave., Kansas City, MO 64109 | (816) 418-7000 | www.KCPublicSchools.org | communications@kcpublicschools.org

Who Can Become a Volunteer

An approved volunteer is defined as meeting the following requirements:

- An adult over the age of 18 years
- An individual approved by KCPS who has completed ***ALL** volunteer requirements
- An individual selected for a specific activity

*Volunteers working with students must complete a background check and have a signed code of conduct and release of liability. All this can be done on our volunteer website.
https://kcpublicschools.galaxydigital.com/

Types of Volunteer

KCPS Community Partner MOU: Kansas City Public Schools has an MOU (*Memorandums of Understanding)* with a local community organization to create and offer supports that build the capacity of schools and community-based organizations to effectively and authentically partner. These volunteer duties are often assigned by program coordinators and will go through the regular volunteer requirements.

Athletics Volunteer: A volunteer coach is an unpaid assistant to a program or team. The volunteer must be able to provide a service to the team/program that will enhance the experience of both the athletes and coaching staff. The volunteer coach will serve under the direction and supervision of the head coach or sponsor.

Fieldtrip Volunteer: Chaperones are volunteers who agree to accompany and assist staff on school-sponsored field trips. Chaperones provide additional adult supervision and ensure a safe and well-supervised learning experience for students. Students are expected to treat adult volunteers with a cooperative attitude, courtesy and respect. Teachers and school administrators are responsible for assigning specific duties for chaperones.

Mentor Volunteer: Kansas City Public Schools offers a diverse portfolio of mentoring options for community volunteers seeking to mentor youth. Our programs are designed to equip each student with the unique type of support that best meets their needs. Please visit https://www.kcpublicschools.org/how-to-get-involved/mentoring to learn more about our mentoring programs

Event Volunteer: Occasionally, KCPS will have 1-day events where additional support from volunteers is needed. District or school administrator will be responsible for recruiting and assigning specific duties for event volunteers.

Volunteer Requirements/Expectations

KCPS acknowledges the significant role volunteers play regarding programming, services, and achievement, and greatly appreciates the many contributions made to its students, staff, and schools! To ensure consistent practice and a positive, productive experience for district volunteers, expectation guidelines are provided:

KANSAS CITY
PUBLIC SCHOOLS

Please help keep our program running smoothly by following these guidelines:
- Sign in at the office when you arrive at school.
- Wear your volunteer button or name tag (if school has these items available)
- Sign out at the office when you leave.
- Return your volunteer button or name tag.

As a volunteer, please …
- Respect confidences of student and school personnel.
- Follow the guidelines established by the school, such as dress code, hours of work, adult behavior, values and all regulations, rules, and policies stated for school employees and volunteers.
- Use reasonable judgment in making decisions, then as soon as possible, consult with school staff for future guidance.
- Be considerate, respect competencies and work as a member of the team with the staff and students.

Volunteer Website Galaxy Digital
https://kcpublicschools.galaxydigital.com/

Things to Remember:
- Fill out your waivers (release of liability, code of conduct) to view volunteer opportunities.
- If you are new to the system, you will need to create an account.
- In order to volunteer, you will need to respond to AT LEAST ONE volunteer opportunity.
- You will need to confirm your personal information when you complete your background check.
- You will need to renew your background check yearly to volunteer with our students
- Utilize the "forgot password" feature to recovery your password.

Volunteering with
Kansas City Public Schools

Signing Up/Log In

If you are a new volunteer or if you do not have an account with Kansas City Public Schools, you will need to create an account. Step-by-step directions are provided below:
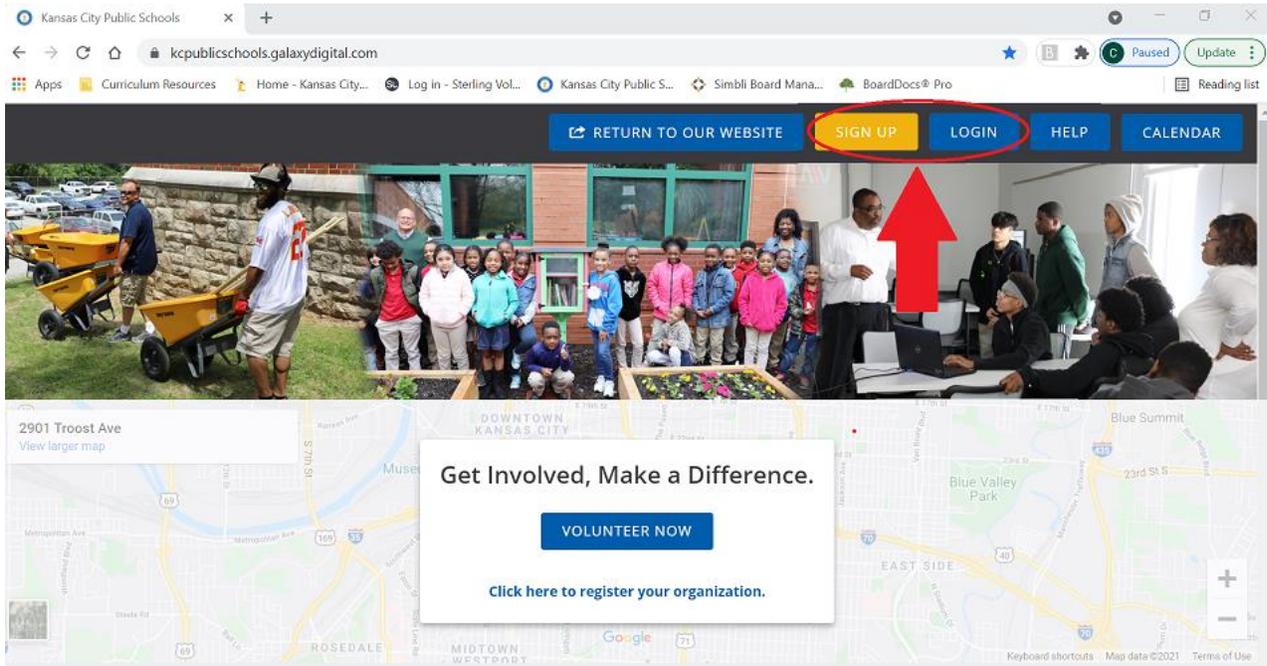
Log in:

Volunteering with
Kansas City Public Schools

KANSAS CITY
PUBLIC SCHOOLS

Sign up:

Step 1 of 5: Create an Account

Already have an account? Click here

Want to sign up your program? Click here

f SIGN UP WITH FACEBOOK

OR

Sign up with your email address

First Name (Required)

Last Name (Required)

Email (Required)

Company (Required)

Address Line 1

City

Zip Code (Required)

Mobile: 888-555-1212 (Required)

Age (Required)

Password (Required)

Confirm Password (Required)

CREATE YOUR ACCOUNT

By clicking "Create your account" I agree to the terms and conditions of this site and Galaxy Digital, and I am at least 13 years of age.

Step 2 of 5: Select Causes

What types of causes are you passionate about?

Crime & Safety	Health	Arts & Culture	Equality
Housing	Environment	Community	Basic Needs
Crisis	Family	Disaster Response	Mental Wellness
Income	Veterans	Employment	Education
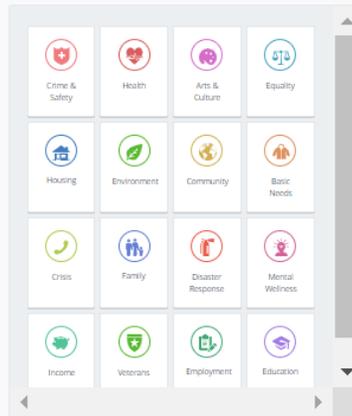
CONTINUE TO NEXT STEP

Step 3 of 5: Select Skills

What interests, talents, and skills do you have?

Board Service	Education	Court Mandated	Food Prep
Technology	Clerical	In-Kind	Legal
Marketing	Social	Nonprofit Professional	Physical Labor
Skilled Labor	Advocacy	Finance	Medical
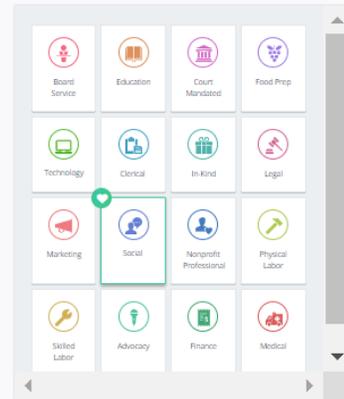
CONTINUE TO NEXT STEP

Step 4 of 5: Become a Program Fan

We found some programs that match your skills. Click on the programs you'd like to follow.

(You can always change them later)

Paxon Elementary	Wheatley Elementary	Longfellow Elementary	Woodland Early Learning
Lincoln Middle School	Trailwoods Elementary	Whittier Elementary	Paseo Academy of Fine and Performing Arts
Seal of Biliteracy	Hale Cook Elementary	KCPS Department of Athletics	Central Middle School
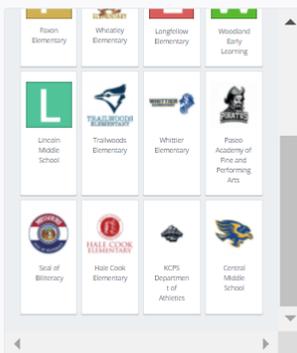
CONTINUE TO NEXT STEP

☑

Step 5 of 5: Congratulations! You've set up your account.

Just one more short step: Click "Continue" below.

(By the way, we're going to send you an email just to make sure that your email address is working.)

CONTINUE

Didn't receive the email? Send it again.

Volunteer Code of Conduct & Release of Liability

Once signed in, click on "Opportunities" to view and sign your Volunteer Code of Conduct and Release of Liability.
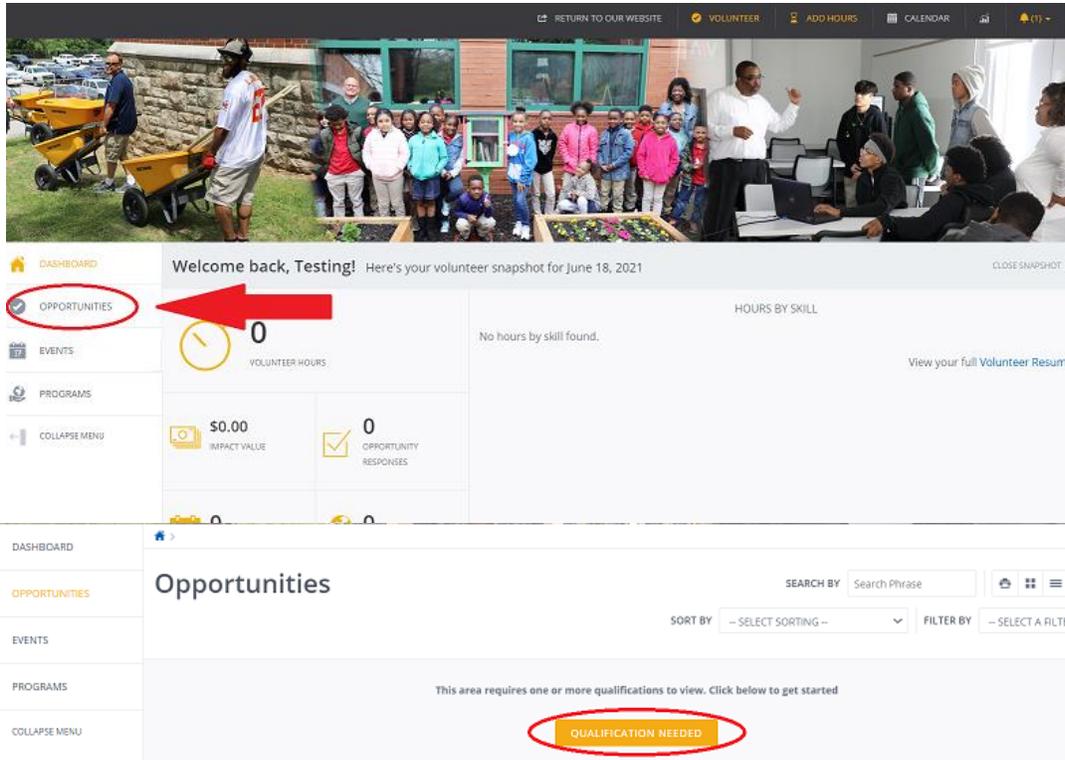
KANSAS CITY
P U B L I C   S C H O O L S

Browsing Volunteer Opportunities

- The opportunities will have information on duration, responsibilities, age restrictions and additional details.
- You can filter opportunities by school site or department
- Click "View Details" to read more and respond to the opportunity
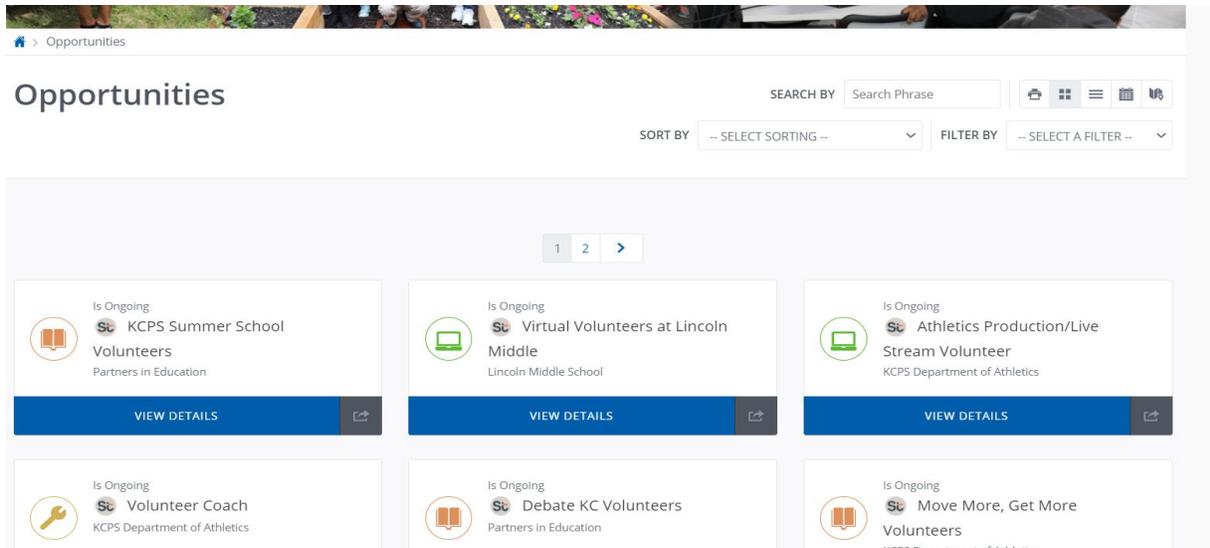
Responding to a Volunteer Opportunity
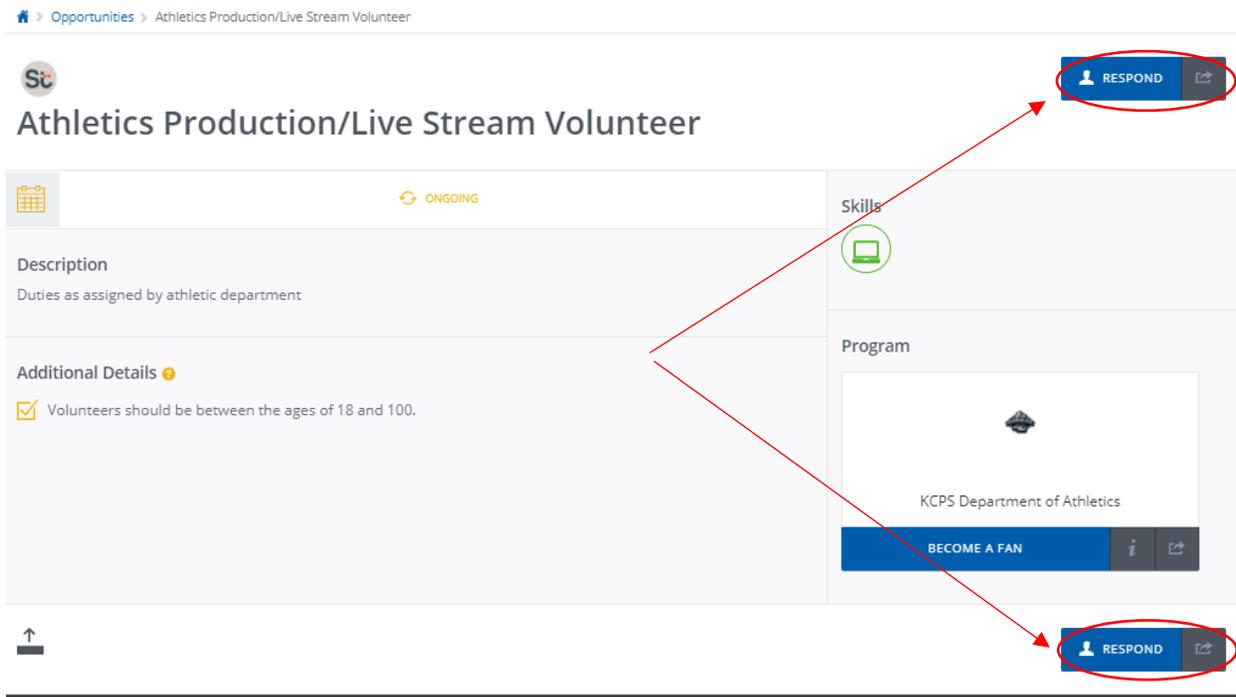
Background Check

After filling out this information you will be redirected to the "Verified Volunteers (Sterling Volunteers)" website to submit more personal information. Your Background Check will not be processed unless you complete the application on the "Verified Volunteers (Sterling Volunteers)" website. Once again, you have your background results on profile, you will not be asked to fill out this information until it is time to renew your background check. Please remember background checks are renewed yearly.

Background Check

KCPS Department of Athletics requires a background check before you respond to this opportunity. Please complete the following fields with your full name and current information. Once your background check is approved, you will be sent an email directing you to the opportunity so that you can respond.

First Name *   [First Name]

Last Name *   [Last Name]

Address *   [Address]

City *   [City]

State *   [Select a State ⌄]

Zip Code *   [Zip Code]

Phone *   [1-212-555-1212]

Birthdate *   [MM/DD/YYYY]

☑ The information above is correct.

SUBMIT BACKGROUND INFO.   CANCEL

*Please note: KCPS staff will not have access to any of your personal information

When asked for payment, please select "Not at this time". KCPS will cover the cost of background checks

Please follow the 4-step process on this secure site to provide your personal information. You will have to click "SUBMIT" at the bottom of the page, once that is done, your volunteer registration will be complete.

Background Screening Criteria:

Criteria for Pass
The criteria for pass are:
- Criminal- Clear record; or misdemeanors that occurred more than ten years ago
    NOT: sex-related, violence against a person, or drug-related.
    - If misdemeanor occurred more than 10 years ago that was sex-related, violence against a person, or drug related, the applicant will be deferred to administration for a decision.
- Child Abuse and Neglect- No findings
- Sex Offenders Registry- not found currently accessed state or national registries

Criteria for Fail
The criteria for fail is any one of the following:
- Criminal- Any sex-related or drug related felony or violence against another person.

- Other felonies within the past 10 years
- Misdemeanor within the past 10 years that was sex related, violence against a person or drug-related
- Child Abuse and Neglect- any confirmed request
- DUI conviction within the past three years
- Sex Offender Registry- listed on a state or national registry

Deferred to the administration for approval:
Occasionally, background checks reveal information that falls somewhere between a clearly defined pass or fail.
Examples might include:
Criminal- personal or property felony that occurred more than 10 years ago; or a misdemeanor that occurred more than 10 years ago that was sex related, violence against a person or drug related; multiple offenses that might indicate a pattern
Child Abuse and Neglect- any findings other than confirmed report

Termination of Volunteer Activity

Individuals who are unable to continue serving in an assigned volunteer activity should notify the staff contact and school principal.

Individuals who do not meet appropriate requirements for volunteers working with children, as established by state law and the Kansas City Public School District policy, will not be accepted into the program.

If a volunteer does not conform to the guidelines outlined in this handbook, the building principal or designee may suggest alternative actions or assignments. If this option does not meet with success, the principal has the option to terminate a volunteer's placement.

Falsification or omission on the registration form, which is a public document, is a criminal offense that can be prosecuted and may constitute grounds for dismissal.
The District may, in its sole discretion, terminate a volunteer's services.

Child Abuse and Neglect Reporting

Mandatory Reporting of Suspected Child Abuse State law provides that education professionals are mandated reporters of suspected child abuse. A volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report it immediately to the teacher or a school or district administrator.

Nondiscriminatory

KCPS strives to provide all of its students, employees and members of the public with an environment that is free of prohibited discrimination or harassment. Accordingly, it is District policy to prohibit discrimination or harassment against any student, employee or applicant for employment on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, or any other factor prohibited by law. In addition, the District will not tolerate any form of discrimination or harassment on any such basis by employees or any other persons who interact in the workplace, school environment or District-sponsored activities. Students are also prohibited from engaging in discrimination or harassment as defined in the Student Code of Conduct. Discrimination or harassment on these bases is strictly prohibited on school property, in school transportation, in all academic programs and extracurricular activities and at school-sponsored events and activities, regardless of whether or not the event takes place on District property.

Health and Sanitation Guidelines

Mask On – Masks are required when in our school buildings and other sites, and they must cover the nose and chin.

Clean Up – We will keep our school buildings clean to the highest standards and we will encourage all students, staff, parents, guardians and visitors to monitor their own health and to practice excellent self-cleanliness practices, including washing their hands regularly and avoiding touching their own faces.

Stay Safe – We will facilitate social distancing in our schools and other buildings and will encourage all students, staff, parents, guardians and visitors to maintain as much as possible.

If everyone works hard to follow the "Mask On, Clean Up and Stay Safe" guidelines during this pandemic, we are confident that we will minimize the number of positive COVID-19 cases that result from interactions in our buildings.

Thank you for dedicating your time and talents to the students of Kansas City Public Schools!

Our Schools

School Name	Website	Phone	Address
African-Centered College Preparatory Academy	kcpublicschools.org/acprep	816-418-1078	3500 E. Meyer Blvd.
African-Centered College Preparatory Academy - Lower Campus	acprep.kcpublicschools.org	816-418-1175	6410 Swope Pkwy.
Benjamin Banneker Elementary School	banneker.kcpublicschools.org	816-418-1850	7050 Askew Ave.
Border Star Montessori	borderstar.kcpublicschools.org	816-418-5150	6321 Wornall Rd.
George Washington Carver Dual Language School	carver.kcpublicschools.org	816-418-4925	4600 Elmwood Ave.
Central High School	central.kcpublicschools.org	816-418-2000	3221 Indiana Ave.
Central Middle School	cms.kcpublicschools.org	816-418-2100	3611 E. Linwood Blvd.
East High School	east.kcpublicschools.org	816-418-3125	1924 Van Brunt Blvd.
Faxon Elementary School	faxon.kcpublicschools.org	816-418-6526	1320 E 32nd Terrace
Foreign Language Academy	fla.kcpublicschools.org	816-418-6000	3450 Warwick Blvd.
Garfield Elementary School	garfield.kcpublicschools.org	816-418-3600	436 Prospect Ave.
George Melcher Elementary School	melcher.kcpublicschools.org	816-418-6725	3958 Chelsea Ave.
Gladstone Elementary School	gladstone.kcpublicschools.org	816-418-3950	335 N. Elmwood Ave.
Hale Cook Elementary School	halecook.kcpublicschools.org	816-418-1600	7302 Pennsylvania Ave.
Harold Holliday Sr., Montessori	holliday.kcpublicschools.org	816-418-1950	7227 Jackson Ave.
J.A. Rogers Elementary School	rogers.kcpublicschools.org	816-418-4700	6400 E 23rd St.
James Elementary School	james.kcpublicschools.org	816-418-3700	5810 Scarritt Ave.
John T Hartman Elementary School	hartman.kcpublicschools.org	816-418-1750	8111 Oak St.
Lincoln College Preparatory Academy	lcpa.kcpublicschools.org	816-418-3000	2111 Woodland Ave.
Lincoln College Preparatory Academy Middle School	lcpams.kcpublicschools.org	816-418-1500	2012 East 23rd Street
Longfellow Elementary School	longfellow.kcpublicschools.org	816-418-5325	2830 Holmes St.
Manual Career and Technical Center	manual.kcpublicschools.org	816-418-5225	1215 E Truman Rd
Martin Luther King Jr., Elementary School	king.kcpublicschools.org	816-418-2475	4848 Woodland Ave.
Northeast High School	northeast.kcpublicschools.org	816-418-3300	415 Van Brunt Blvd.
Northeast Middle School	nems.kcpublicschools.org	816-418-3400	4904 Independence Ave.
Paseo Academy of Fine and Performing Arts	paseo.kcpublicschools.org	816-418-2275	4747 Flora Ave.
Phillis Wheatley Elementary School	wheatley.kcpublicschools.org	816-418-4825	2415 Agnes Ave.
Pitcher Elementary School	pitcher.kcpublicschools.org	816-418-4550	9915 E 38th Terrace.
Primitivo Garcia Elementary School	garcia.kcpublicschools.org	816-418-8725	1000 W 17th St.
Richardson Early Learning Community School	richardson.kcpublicschools.org	816-418-2600	3515 Park Avenue
Southeast High School	southeast.kcpublicschools.org	816-418-1078	3500 E Meyer Blvd.
Success Academy at Anderson	anderson.kcpublicschools.org	816-418-5300	1601 Forest Ave.
Success Academy at Knotts	knotts.kcpublicschools.org	816-418-1900	7301 Jackson Ave.
Trailwoods Elementary School	trailwoods.kcpublicschools.org	816-418-3250	6201 E 17th St.
Troost Elementary School	troost.kcpublicschools.org	816-418-1700	1215 E 59th St.
Wendell Phillips Elementary School	phillips.kcpublicschools.org	816-418-3750	2400 Prospect Ave.
Whittier Elementary School	whittier.kcpublicschools.org	816-418-3850	1012 Bales Ave.
Woodland Early Learning Community School	woodland.kcpublicschools.org	816-418-5900	711 Woodland Ave.
Early College Academy	eca.kcpublicschools.org	816-604-4717	3201 Southwest Trafficway