

DALLAS COUNTY R-1 SCHOOLS VOLUNTEER BACKGROUND CHECK

Thinking about volunteering?

Want to come to your child's classroom party or go on their field trip?

All volunteers going on field trips, attending classroom parties or volunteering in any capacity with any of our schools will need to have a background check on file with Dallas County R1 Schools per school board policy GBEC.

A Missouri State Highway Patrol background check can be obtained online at www.machs.mshp.dps.mo.gov for an approximate cost of \$13.00. The results are immediate and you will be provided with a certificate that you can print and present to the school office or at Dallas County R1 Schools, Central Office, 1323 South Ash, Buffalo, Mo 65622.

Once the district has your background check, you will be added to our approved volunteer list. **The background checks are good for 5 years.** At that time, if you want to continue to volunteer for the district, you will need to complete another background check.

Should you have any questions, please do not hesitate to contact the Central Office at 417-345-2222, ext. 4003.

DEFINITIONS:

Volunteer: Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a "volunteer" does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.

Chaperone: Any volunteer, usually a parent or guardian who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.

Screened Volunteer: Any volunteer who may periodically be left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school sponsored activity before or after school, or chaperone students on an overnight trip. (These volunteers must consent to a complete criminal background check prior to being left alone with a student and may be required to submit additional information at the superintendent or designee's discretion.

ALL VOLUNTEERS:

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. It shall be the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers may select and organize chaperones, unless otherwise directed by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer's services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for the professional staff.

Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor monitor activities with students.

RULES FOR VOLUNTEERS:

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring items other than stickers and greeting cards to individual students unless authorized by the building principal or designee.
3. Volunteers will not transport students.
4. Volunteers will keep all information obtained from a student's education record confidential.
5. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.

6. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
7. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
8. Volunteers will use universal precautions to avoid contact with body fluids.
9. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district's computers.
10. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
11. Volunteers will not search students or student property.
12. Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
13. Volunteers must sign in and out of the office when entering or leaving the school and must document the hours volunteered in the school.
14. Volunteers must report suspected cases of abuse or neglect to the building principal.
15. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

SCREENED VOLUNTEERS:

1. District staff must direct persons wishing to serve as a screened volunteer to the superintendent or designee's office for volunteer certification. Supervisors of activities that may require overnight volunteers are encouraged to recruit and certify volunteers at the beginning of the school year because the process may take several weeks or months to complete.
2. Screened volunteers must consent to and complete a criminal background check prior to being left alone with a student and may be required to submit additional information at the superintendent or designee's discretion. No person who has plead guilty or *nolo contendere* (no contest) or has been convicted of a felony under Missouri law or the law of another jurisdiction will be accepted as a volunteer. All information collected regarding screened volunteers will be considered confidential. To the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.
3. Only screened volunteers may have access to student education records. However, such access is limited to instances where access is necessary for the volunteer to assist the district, and such access must be supervised by staff members.
4. The building principal or designee will provide appropriate training for all screened volunteers.

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects it's professional to encourage and strengthen community and parent involvement in schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct a screening before any volunteer is placed to work in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collect on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the student or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

Should you have any questions, please contact Dallas County R-1 Schools Central Office at 417-345-2222.

Sincerely,



Debby Dryer
Assistant Superintendent