



LSR7 Volunteer Process

Thank you for volunteering your time and investing in our students!

LSR7 Volunteer Definitions

Volunteer Definitions: Any person in the community serving the district free of charge.

- ❖ **Level 1: Drop-in Volunteer** drops in as a building volunteer or assists on a regular basis and is not left alone with students. *A person who assists with field days, class parties or other special occasions*
- ❖ **Level 2: Regular Volunteer** will have direct supervision of a group of students in the absence or potential absence of a district employee.
- ❖ **Level 3: Screened Volunteer & Volunteer Assistant Coach** may be alone with students at times or on a consistent basis and/or will have access to student information

The school will determine which type of volunteer you will be.

LSR7 Volunteer Process

	Task 1	Task 2	Task 3	Task 4
Level 1: Drop In Volunteers	Check in at the front office with a photo ID	Scan your ID using the Hall Pass System		
Level 2: Regular Volunteers	Review <u>District Policies & Sign Acknowledgement Form</u>	Complete the <u>Family Care Registry Paperwork</u> and get approved	Check in the front office with a photo ID	
Level 3: Screened Volunteers & Volunteer Coaches	Review <u>District Policies & Sign Acknowledgement Form</u>	Complete the <u>Family Care Registry Paperwork</u>	Receive an email from HR with Fingerprint Registration Information	Make an appointment with HR for Fingerprinting & get final approval

The school will determine your volunteer level

LSR7 District Policies

ALL volunteers must follow protocols in the areas of:

- **Professional Relationships**
- **Health and Safety**
- **Student Privacy**
- **Protecting Students**
- **School Policies**

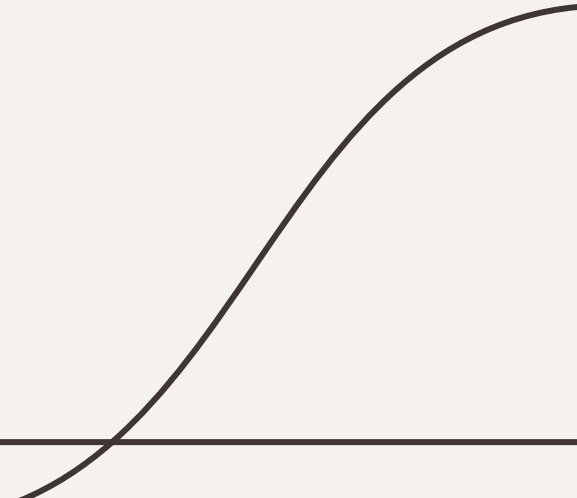


Professional Relationships

- **Maintain professional boundaries**
 - Do not lend money or give students gifts.
 - Do not transport students or ask to meet them outside of school.
 - Do not have sexual relations with students.
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Health and Safety

- **Do not supply students with medication.**
- **Use standard precautions to avoid contact with bodily fluids.**



Student Privacy

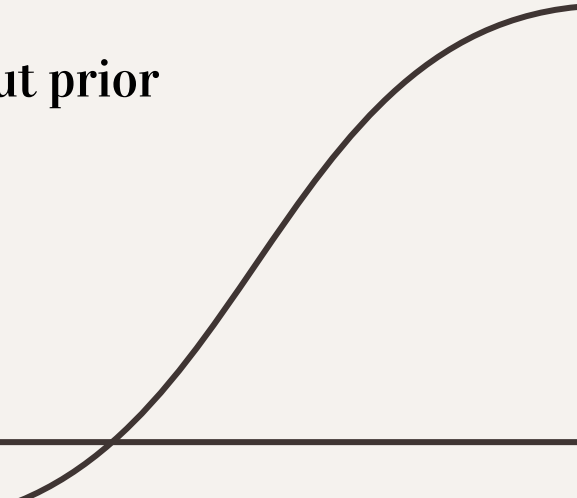
- Do not photograph student unless authorized by the building administration.
- Do not search students or their property.
- Keep cell phones silent and discreet while volunteering.
- Keep all student information confidential.



Protecting Students

- Do not discriminate against or harass any person.
 - Harassment, bullying or discrimination observed by the volunteer should be reported to building administration.
 - Do not direct students to remove an emblem, insignia, or garment, including those of a religious nature.
 - Report any suspected cases of abuse or neglect to the building administration.
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School Policies

- **Volunteers are expected to follow all school policies, procedures and other rules established by the district.**
 - **If using a district computer, volunteers will be asked to sign in and agree to our technology acceptable use statement.**
 - **All volunteers will sign in and out of the office and document hours volunteered at the school.**
 - **Volunteers may not bring additional guests without prior approval.**
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Acknowledge: For all volunteers

Now that you have reviewed the policies, complete the Google Form to acknowledge your understanding of the content.

- Sign Volunteer Acknowledgement Form ([click this link](#))



Thank you for volunteering your time with the Lee's Summit School District



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