



## HSD Heroes/ Volunteer Checklist

*Make a difference. Impact a student. Help Hazelwood School District.*

**Fingerprint Background Approved Volunteer (Green Badge)** *Requires a fingerprint background check, has regular and frequent contact with students, supervises, unsupervised or one-on-one contact with students, and authorized to go on fieldtrips.*

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- \_\_\_ Register with Human Resources at <http://bit.ly/2OEARMf>
  - \_\_\_ Register and schedule appointment with Missouri Automated Criminal History [WWW.MACHS.MO.GOV](http://WWW.MACHS.MO.GOV)
  - \_\_\_ Complete the fingerprinting process at Identigo
    - \$43 fee for fingerprinting (*approximately 5 – 7 business days*)
  - \_\_\_ Complete HSD Volunteer Packet (*includes the following documents*)
    - HSD Heroes School Volunteer Application Form
    - HSD Heroes School Volunteer Agreement Form
    - Confidentiality Agreement
    - HSD Technology Agreement Form
    - HSD Child Abuse and Neglect Mandated Reporter Reporting Procedures
    - Universal Precautions Form

**Standard Volunteer (Purple Badge)** *Serves occasionally and does not have supervisory or one-on-one contact with students. Must be in the presence of an HSD staff member while interacting with students.*

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- \_\_\_ Register with Human Resources at <http://bit.ly/2OEARMf>
  - \_\_\_ Worker Registration Form (Background Check), Volunteers must submit an annual update.
    - \$15.25 fee for online application. Go to [www.health.mo.gov/safety/fcsr](http://www.health.mo.gov/safety/fcsr) (*approximately 2 weeks*)
    - \$14.00 fee for mailing via US mail (*approximately 8 weeks*)
      - Check in the amount of \$14.00 payable to **MDHSS**
      - Copy of Social Security Card
  - \_\_\_ Complete HSD Volunteer Packet (*includes the following documents*)
    - HSD Heroes School Volunteer Application Form
    - HSD Heroes School Volunteer Agreement Form
    - Confidentiality Agreement
    - HSD Technology Agreement Form
    - HSD Child Abuse and Neglect Mandated Reporter Reporting Procedures
    - Universal Precautions Form



## Becoming a Hazelwood School District HSD Hero/Volunteer

There are two levels of volunteers within HSD: **Fingerprint Background Approved Volunteer** and **Standard Volunteer**.  
Contact: Tamara Walker, HR Benefits Specialist at [benefits@hazelwoodschoools.org](mailto:benefits@hazelwoodschoools.org) or call 314.953-5079.

**Fingerprint Background Approved Volunteer** is allowed to participate in pre-approved one-on-one school related activities with students (i.e., fieldtrips, tutoring, coaching, and mentoring, etc.). If you are unclear and have an example of a particular project, please contact your principal for clarification. Missouri House Bill 604, Section 168.188 requires any volunteer who can periodically be left alone with a student must undergo a fingerprint background check with the Missouri Highway Patrol.

### How to Apply

- All volunteers must register with Human Resources by clicking the link: <http://bit.ly/2OEARMf>
- Complete a volunteer package located on HSD website. If you previously completed a volunteer packet, there is no need to complete a new one.

### Fingerprint Registration and Scheduling

On-line: Missouri Automated Criminal History Site [WWW.MACHS.MO.GOV](http://WWW.MACHS.MO.GOV)

Telephone: 844.543.9712

Hazelwood District code #8447 (For Volunteers)

Important to record the confirmation Universal Enrollment ID#, you will need the **UEID#** in order to get fingerprinted. **You do not need to be fingerprinted each year.**

### Payment

The **one-time** fee is \$43

No payments accepted on-line. Payment is collected at the time of finger printing. **NO CASH** or Personal Checks only Credit Card, Debit Card, Business Check or Money Order.

### Acceptable Forms of Identification

In order to get fingerprinted, you must present a **valid** government issued photo ID such as a Drivers' License, State ID, Passport or Military ID. Copies and expired identification will not be accepted.

### Notification and Badges

HR will notify volunteers, in writing, if cleared. If cleared, come to HR to get your new badge. Bring your volunteer packet with you. Badges are made daily between 8:00am -12:00pm. Badges will also be made by appointment only on board meeting dates. All HSD Hero/Volunteers must receive training appropriate to the function they will serve while volunteering from the building principal or a designee.

You must present a photo ID to get your badge. All HSD volunteers must receive training appropriate to the function they will serve while volunteering from the building principal or a designee.

### Recently Fingerprinted

If you are a current HSD employee or a former HSD employee within the last 12 months, you do not need new fingerprints. If you were fingerprinted within the last 12 months for another organization, you will not need new fingerprints, if the organization that completed the background check is willing to share the report with the District. The report must be received directly from the organization, copies are not acceptable.

**Standard Volunteer** is allowed to participate in large group activities and activities for which there is no direct contact with students (i.e., re-stocking the food pantry) or activities that are NOT designed for volunteers to work on an individual basis with students do NOT require the state level fingerprint background check (i.e., Fall Family Festival, Trunk or Treat, Classroom Parties, and Field Days, etc.). If you are unclear and have an example of a particular project, please contact your principal for clarification.

Returning Standard level volunteers must submit an updated Family Care Safety Registry confirmation letter from the Missouri Department of Health and Senior Services to Human Resources. Individuals will not be allowed to volunteer without a current school year sticker.

### **How to Apply**

- All volunteers must register with Human Resources by clicking the link: <http://bit.ly/2OEARMf>
- Complete a volunteer package located on HSD website. If you previously completed a volunteer packet, there is no need to complete a new one.

### **Registration and Scheduling**

**Call:** Missouri Department of Health and Senior Services at **866.422.6872**

Verify if you are already on Missouri Family Care Safety Registry. If you are listed, request an updated confirmation letter.

If you are not currently on the registry, visit [www.health.mo.gov/safety/fcsr](http://www.health.mo.gov/safety/fcsr) to register on-line or complete a Worker Registration form located in the Volunteer Packet on the District website.

### **Payment**

The **one-time** fee is:

\$15.25 on-line, Credit Card or Debit Card (approximately 2 weeks)

\$14 via US Mail, Check payable to MDHSS, include copy of social security card (approximately 8 weeks)

Send to: MDHSS-Fee Receipts, P.O. Box 570, Jefferson City, MO 65102

### **Notification and Badges**

Once you receive your confirmation letter, bring the original confirmation letter and your volunteer packet to HR. You will receive a new badge. Badges are made daily between 8:00am -12:00pm. Badges will also be made by appointment only on board meeting dates. All HSD Hero/Volunteers must receive training appropriate to the function they will serve while volunteering from the building principal or a designee.

**Contact:** Tamara Walker, HR Benefits Specialist at [benefits@hazelwoodschoools.org](mailto:benefits@hazelwoodschoools.org) or call 314.953-5079.



## HSD Heroes/Volunteer Application

Make a difference. Impact a student.

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

Date of Birth \_\_\_\_\_ Last four of SSN \_\_\_\_\_

(This information is for internal purposes and will not be shared with anyone.)

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

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Serve by role** – Check any specific roles in which you might be interested in serving:

*Fingerprint Background Required*

- HSD Hero Reader**
- Fieldtrips**
- Academics**
  - Teacher/Substitute/Classroom Support
  - Tutoring
  - Computer Labs
- Extra-Curricular Activities**
  - Coach/Sponsor
  - Team/Team Volunteer
  - Club Sponsor
- Mentoring**
  - Lunch Buddy
  - Bus Buddy

*Standard Volunteer*

- School Hospitality**
  - Arrival/Dismissal of Students
  - Open House
  - Performance Nights
  - Literacy Nights
  - Parent/Teacher Conference
  - Other School Events
- School/Community Events**
  - Fall Family Festival
  - Cultural Programs
  - STEM Extravaganza
  - Run/Walk
  - Back-To-School Fairs



*"A Culture of High Expectations and Excellence!"*

## HSD Volunteer Emergency Contact Form

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

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

Emergency Contact Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

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

Email: \_\_\_\_\_



## HSD Heroes/Volunteer Program Agreement

HSD Heroes/Volunteers have been an integral part of the Hazelwood School District for more than 50 years. The basic tenet of a school volunteer program is to open the doors of District schools to parents and community involvement in helping our students to succeed academically.

**HSD Hero/Volunteer** is any parent or person in the community who provides uncompensated service to the Hazelwood School District. HSD Heroes/Volunteers may assist teacher with tutoring students, chaperoning a field trip or school-sponsored activity, or assisting staff members within the school building. HSD Heroes/Volunteers do not include students participating in a district-sponsored program, such as, tutoring or acting as an office or teaching assistant.

A **visitor** is a parent or person in the community that may visit the school to speak to a classroom about a subject or present an assembly to the entire school. Visitors are always under the supervision of a Hazelwood School District employee. Parents attending a special event at school are considered visitors. However, overnight field trips/functions will require a fingerprint background check. In all instances, the building principal approves volunteer and visitor requests.

All HSD Heroes/Volunteers must receive training appropriate to the function they will serve while volunteering. **If a volunteer is disruptive or acts inappropriately around students, the principal or teacher will refuse the volunteer's services and notify the superintendent or designee immediately. Volunteers will work under the direction and supervision of district and building staff. The board, superintendent, principal, or designee may decline or terminate the services of a volunteer.** The following rules apply to all HSD Heroes/Volunteers:

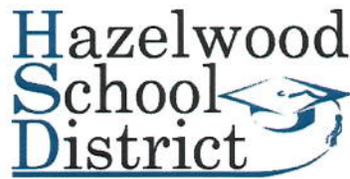
1. Volunteers must consent to completing all required documents appropriate to the volunteer level requested, and may be required to submit additional information at the superintendent or designee's discretion. All information collected regarding volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Volunteers will be required to provide a copy of photo identification or driver's license.
2. Volunteers will follow all policies, procedures, and other rules established in the district and all applicable laws.
3. Volunteers must sign in and out of the office when entering or leaving the school, and wear the appropriate identification badge.
4. Volunteers must follow the appropriate dress code applicable to staff.
5. Volunteers will not lend money to and bring gifts other than stickers and/or greeting cards to individual students unless authorized by the building principal or designee.
6. Volunteers will not transport students.

7. Volunteers will not have access to student education records. All volunteers will sign a confidentiality agreement.
8. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
9. 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.
10. Volunteers will not dress students, change diapers, provide personal hygiene assistance, or supply medication to students.
11. Volunteers will use universal precautions to avoid contact with body fluids.
12. 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.
13. Volunteers will use only adult designated restrooms.
14. Volunteers can monitor student behavior, however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
15. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
16. Volunteers will not search students or student property.
17. 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.
18. Volunteers must report suspected cases of abuse or neglect to the building principal or professional staff.
19. The building principal's designee will provide appropriate training for all volunteers.

I, \_\_\_\_\_, have read and agree to abide by the above rules. Further, I authorize the Hazelwood School District to conduct a criminal background check and I agree to submit additional information, including but not limited to my fingerprints, to assist in obtaining the background check.

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

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



## HSD Heroes/Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the Hazelwood School District, I may become aware of confidential information about specific students or staff. This information may include such information as students' academic performance, behavior, disabilities and related matters. I understand and agree that I **will NOT** disclose such confidential information except to school employees who have a need to know.

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HSD Heroes/Volunteer's Signature

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Please Print First and Last Name

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Date Signed



**Hazelwood School District  
Technology Use Agreement  
HSD Heroes/Volunteers**

**PLEASE READ CAREFULLY**

In some cases, a volunteer may be granted access to school district computers. The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry to restricted information on systems or network files in violation of password/account code restrictions; violation of other users' right to privacy; using another person's name to send or receive messages on the network; sending or receiving personal messages; accessing inappropriate Internet sites; and use of the network for personal gain, commercial purposes, or to engage in political activity.

I understand the above information and will abide by Hazelwood School District technology use guidelines.

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

Printed Name: \_\_\_\_\_

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



## Child Abuse and Neglect Mandated Reporter Reporting Procedures

*The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official and employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, is required as a mandatory reporter to report any suspected child abuse or neglect directly to the Children's Division immediately.*

1. Call **1-800-392-3738** to make the hotline report. Be sure that you have the child's name, child's date of birth, address, race, sex, parent's name, parent's contact information and alleged perpetrator's name and contact information (if available). Be specific when speaking to the Operator about the information that you have regarding the abuse or neglect. The case is being built based on the detailed facts that you provide. It may be more beneficial to complete the Child Abuse and Neglect Hotline Report form first so that you can be sure that you have all of the necessary information handy. Effective August 28, 2013, the person who witnesses or has first-hand information regarding a suspected case of abuse or neglect, must immediately make the call. You cannot divert the task to another mandated reporter. The law also protects employees who make hotline calls from retribution.
2. Notify the school principal /site coordinator/designee whenever child abuse or neglect is suspected. Notifying the principal does not relieve you of your duty to make the call. In addition, internal investigations cannot occur prior to making a hotline call.

Types of child abuse referrals are physical abuse, medical neglect, sexual abuse, emotional maltreatment and unfit living conditions, lack of supervision or educational neglect.

**Abuse** is defined as: "...Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse."

**Neglect** is defined as; "...Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being."

3. Complete the Child Abuse and Neglect Hotline Report form. On the form, please include the Hotline Operator's ID number in case you obtain additional information that same day and need to add to the original report. Any information obtained after the initial report can be shared with the worker assigned to the case/assessment.
4. After you make the report, email Dr. Trystal Watson, Assistant Superintendent of Student Services, as soon as possible advising her of the report. Student's name and reason for report is all that is needed in email.
5. Send a copy of the written report to Kristin Bass, School Liaison. The copy of the report will be kept on file at the Administration Building.

As a HSD Hero/Volunteer of the Hazelwood School District, you are required to know, understand, and practice **Universal Precautions** whenever you may encounter those substances that pose an infectious health hazard.

Please read the following information and sign below. Should you have any questions about Universal Precautions, please see the school nurse. If you have any hesitancy about the proper use of Universal Precautions, please ask before you act. **If your action is time critical ALWAYS PUT A BARRIER BETWEEN YOU AND ANY BODY FLUID.**

Universal Precautions is an approach to infection control. The concept of Universal Precautions is **that at all times and in every instance, human blood and all body fluids are treated as if known to contain disease-containing germs (pathogens).**

Human immunodeficiency virus (HIV) and Hepatitis B can be found in blood, semen, vaginal secretions and breast milk. Hepatitis B (not HIV) is also found in high enough concentrations in saliva to transmit infection from one person to another. Saliva, urine, vomit, nasal secretions, sputum and feces often contain germs (pathogens) that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious. All students, staff and HSD Heroes/volunteers shall routinely observe the following Universal Precautions to prevent the spread of infectious disease.

1. Wear disposable waterproof gloves whenever you expect to come into direct contact with blood, other body fluids containing blood, or contaminated items and surfaces. This applies to incidents including, but not limited to caring for nosebleeds, or cuts, cleaning up spills, or handling clothing soiled by blood or body fluids containing blood. **DO NOT REUSE GLOVES.** After each use, remove gloves without touching them on the outside and dispose of them in a lined waste container. After removing gloves, wash hands thoroughly with soap and warm running water.
2. Proper hand-washing technique is as follows: Wash your hands and any other contacted skin surfaces thoroughly for 15-30 seconds. (30 seconds is the approximate time that it takes to sing the children's song, **Row, Row, Row Your Boat.** Always wash between each finger. Always use dispensable soap. Rinse thoroughly with warm running water, and dry completely with a disposable paper towel.
3. Proper hand-washing technique is always used:
  - a. Immediately after any contact with blood, body fluid, or drainage from wounds or with soiled garments, objects, or surfaces.
  - b. Immediately after removing gloves or other protective equipment or clothing
  - c. Before assisting others with eating and drinking as well as eating or drinking yourself
  - d. Before handling food, cleaning utensils, or kitchen equipment
  - e. Before and after diapering and assisting with toileting as well as toileting yourself. When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.
4. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of household bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other reusable items in disinfectant and dry thoroughly
5. Properly dispose of contaminated materials and label them as biohazardous.
  - a. Place blood, body fluids, gloves, bloody dressings and other materials soaked with blood into appropriately labeled plastic bags or lined waste containers
  - b. Place needles, syringes, and other sharp disposable objects into leak-proof, puncture-proof containers
  - c. Bag soiled towels and laundry. Pre-soak with disinfectant and launder with soap and water.
  - d. Dispose of urine, vomit or feces in the sewer system.
6. Do Not Care for others' injuries if you have any bleeding or oozing wounds or skin conditions yourself
7. Use a mouthpiece, resuscitation bag, or other ventilation device when readily available when necessary to provide mouth to mouth resuscitation
8. **Immediately report any incident of accidental exposure to blood or first aid incident that involved direct contact with blood in accordance with District policies.**

I \_\_\_\_\_ have read and understand the concept and practice of The Universal Precautions Policy of the Hazelwood School District.

# Universal Precautions

# HSD Volunteer School Activities

VISITORS	STANDARD VOLUNTEERS	FINGERPRINT APPROVED VOLUNTEERS
(Badgepass in buildings)	Family Care Safety Registry (\$14.00/\$15.25)	Highway Patrol Fingerprinting (\$41.75)
College Fair Vendors/Military Recruiters	Arrival/Dismissal of Students (helper)	Academics
Donuts with Dad	Back-To-School Fairs (helper)	All Activities Sponsors with Student Groups
Grandparents Day	Cultural Program (helper)	Band Helper/Volunteer
K.I.S.S./Lunches for Valentines	Dance and Grade Level Parties (helper)	Bus Buddy
Muffins with Mom	Fall Family Festival (helper)	Club Sponsor
Shadowing Day	Homecoming/Tailgating/BBQ (helper)	Coach
STEAM Extravaganza	Literacy Nights (helper)	Essay Assistance
Vendors/Community Partners	Open House (helper)	Extra-Curricular and Co-Curricular Activities
	Parent/Teacher Conference (helper)	Fieldtrips
	Performance Nights (helper)	Hero Readers
	Project Graduation (helper)	Lunch Buddy
	Run/Walk (helper)	Library Helpers (regularly)
	School Hospitality	Mentoring
	School/Community Events	Office Helpers (regularly)
	Selling Snacks/Concessions	Robotics - Parents
	Serving food before/after games & events	Teacher/Classroom Support
		Team Volunteer (Basketball, Football, Volleyball, etc.)
		Tutor