



VOLUNTEER HANDBOOK

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Letter of Introduction

We are pleased that you are interested in becoming a volunteer for the St. Joseph School District. Your time with our students will provide positive adult interaction and will enrich their education. We appreciate that your time and skills are gifts to the students of the St. Joseph School District.

Please take time to read this handbook. The handbook contains the qualifications required to become a volunteer, types of support that can be helpful to the school district, and other pertinent information. Your orientation to volunteering in the school setting will be facilitated by a building level coordinator of volunteers. The orientation's purpose is to acclimate you to being a volunteer in a public school setting, and to provide you with additional information that may enhance your volunteer work.

We wish you a rewarding experience. There are good things happening in the St. Joseph School District, and we are excited to have you as part of them. If you have additional questions, or need other information, please feel free to contact your building volunteer coordinator, or call the Human Resources Office at 816-671-4002.

Goals of the Volunteer Services Program

- To help improve the quality, productivity, and effectiveness of education in our schools.
- To enrich the experience of children beyond what is available in the school by bringing qualified people from the community into the schools to share their knowledge and talents with students.
- To enable the certified personnel to use their skill and training more effectively by utilizing the services of school volunteers for non-teaching activities.
- To broaden the base of community support for schools through a better understanding of the educational process.

Qualifications

You do not need a teaching certificate. You should have:

- A genuine interest in students
- A commitment to your volunteer activity
- Regular attendance
- A cooperative attitude
- A willingness to attend orientation and training sessions

Process for Becoming a Volunteer

Background Check

The St. Joseph School District, in compliance with HB604 and Missouri State Statute Section 168.133, now requires background checks for volunteers who meet certain criteria. For more information, see Board Policy GBEC.

Level 1 Volunteers

- Work with students in a group setting under the direct supervision of SJSD staff, such as, but not limited to, room parents, class parties, family events, etc.
- *Do not require a formal background check* and may enter the building with Raptor Visitor Management System.
- Must present a valid photo ID in the office upon arrival at all SJSD locations which will be scanned through Raptor Visitor Management System.
- Must sign in as a volunteer and wear a visitor badge while in the building.

Level 2 Volunteers

- Work alone with a student(s), away from the direct supervision of SJSD staff, such as but not limited to, reading assistance, lunch duty, book fair, field trip, etc.
- *Must complete a full fingerprint background check.* The background checks are available at the expense of the volunteer through the Missouri Highway Patrol and other private providers.
- Must present a valid photo ID in the office upon arrival at all SJSD locations which will be scanned through Raptor Visitor Management System.
- Must sign in as a volunteer and wear a visitor badge while in the building.

The district reserves the right to require any volunteer to submit to additional criminal background checks or to rerun background checks at any time.

The district may update all required criminal background checks at least every five years if the person is still volunteering for the district or on district property. The district may decline to utilize the services of volunteers who refuse to participate.

As a condition of continuing to volunteer within the district, volunteers required to submit to a criminal background check (Level 2 Volunteers) must notify the district if they are charged, convicted, plead guilty to, or are otherwise found guilty of any misdemeanor or felony regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event and is in addition to any reporting requirement established by law.

Individuals on the sex offender registry, or who have pled guilty, pled *nolo contendere*, or who have been convicted of crimes for which the law currently requires offenders to be listed, cannot act as volunteers in the district. *See Board Policy KK.*

Guidelines for Volunteering

Requirement to Follow Board Policy

Volunteers are required to abide by board policy, procedure, the law, and directives of staff supervising the volunteer's work in the district and district administrators. Failure to abide by this requirement is grounds for removal as a volunteer in the district. The district's board policies are available here: sjsd.info/simbli

Confidentiality

Keep information you learn about students between yourself and the teacher. All volunteers completing an application agree to keep student information confidential and follow applicable FERPA requirements.

Sign-In

Each time you go to school to volunteer, you must sign in to the Raptor portal with your driver's license or ID. You will be given a badge to wear while you are in the building, and before you leave, you must sign out. This requirement is necessary for the following reasons:

- Safeguarding our students and maintaining campus security
- Accurate record keeping in the Raptor portal
- While volunteering at school for a specific purpose, individuals are covered by school district insurance provided they have completed a volunteer application form and have signed in.

Ways to Assist as a Volunteer

Volunteer jobs vary from school-to-school and from year-to-year depending on the needs and priorities set by the building principal. We try to place all volunteers in a job best suited to their skills and interests. Volunteers will be encouraged to serve in classrooms other than their own child's except in the case of PTA room parents and field trip chaperones. Any other exceptions must be recommended by the building principal.

Volunteer from Home

- Help with clerical duties
- Make posters and displays
- Prepare materials
- Assist with telephoning, etc.
- Perform other duties requested by school staff

Classroom Volunteer

- Use flash cards to help students learn sight words, multiplication tables, and beginning and ending word sounds
- Assist younger children with learning the alphabet, colors, numbers, and identifying letters, shapes, or rhyming words

- Supervise learning centers, games, and other areas that need an extra pair of hands
- Assist students with special projects
- Assist students in academic work without evaluating
- Prepare bulletin boards
- Read to children or listen to them read
- This is not an all-inclusive list.

Clerical Volunteer

- Assist the support staff in the operation of our schools as an office helper with duties assigned by the building principal.

ELD Volunteer

- Tutors non-English speaking students in basic communication skills.

Library Volunteer

- Respond to teachers' and students' requests for service
- Work at the circulation desk
- Shelve and/or repairs books
- Assist with book fairs

Lunchroom Volunteer

- Assist with lunchroom duties

Mentor or Study Mate

- Work with elementary/middle school students
- Serve as a role model and advisor, helping the student understand the need for an education to reach personal goals
- Encourage classroom attendance
- Tutor or assist with homework

Music Volunteer

- Accompany choral groups on the piano
- Work with small groups on special projects
- File and organize music and uniforms

- Accompany students to performances

Technology Assistant

- Help children with using and understanding computers and other technology used for instruction

Building Volunteer Coordinator

Each school's volunteer program is individualized to meet the needs of the students and teachers at that school. In cooperation with the principal, the school's volunteer coordinator directs the volunteer program. The responsibilities of the building volunteer coordinator include:

- Surveying the needs of teachers for volunteer assistance
- Recruiting and registering volunteers
- Arranging for orientation and training
- Assigning volunteers to specific teachers or areas of need
- Serving as a liaison between volunteers and staff members
- Keeping accurate records for volunteer services and hours, and submitting those on time to the District Coordinator of Volunteer Services
- Coordinating school recognition events for volunteers

Withdrawal of Volunteer Services

Whenever a school principal and building volunteer coordinator determine that a volunteer is not following district or building level volunteer guidelines, they should have a timely discussion with the volunteer about the need to follow the guidelines.

The following shall be grounds for withdrawal:

- Clash of personalities between the volunteer and teacher/administration/staff
- Lack of ability to fulfill duties of the volunteer assignment
- False statements on the application form
- Habitual refusal to meet other responsibilities outlined in the Volunteer Handbook
- Failure to follow board policy, procedure, or direction of supervisory staff or administration
- Volunteer services are no longer needed
- Failure to maintain confidentiality
- Failure to sign in at the office

- Failure to wear a name badge

School Volunteer Application

Last Name: _____ First Name: _____

Gender: _____ Phone Number: _____

Address (City, State, Zip): _____

Email Address: _____

Emergency Contact and Phone Number: _____

Previous Volunteer Experience: _____

Skills and Interests: _____

Foreign Language: _____

Physical Limitations: _____

Have you ever been convicted of, or had adjudication withheld in a criminal offense other than a minor traffic violation, or are there any criminal charges now pending against you? _____

Has the Department of Social Services Children's Division, or a similar agency, ever issued a determination or finding that you have engaged in abuse or neglect of a child? _____

As a volunteer, I have reviewed and agree to abide by the policies of the St. Joseph School District and all applicable laws including, but not limited to, applicable provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g) (FERPA). I also certify that the above information is correct. I further understand that if I may periodically be left alone with any district student that I am required to successfully complete a criminal background check to the satisfaction of the district before serving as a volunteer.

Volunteer Signature: _____ Date: _____

This application should be turned into the school(s) you are volunteering in. Volunteers will need to fill out a new application each school year.