



VOLUNTEER INFORMATION

www.kirkwoodschoools.org

Thank you for wanting to volunteer with KSD!

Kirkwood School District is very grateful for our volunteers and the work that they do to support the district and its students. In this document, you can find important information about volunteering with KSD as well as answers to some frequently asked questions.

Please also reference the following board policies for additional information:

Policy IICC: School Volunteers

Policy GBEBC: Criminal Background Checks

For answers about the volunteer approval process, please reach out to Malarly Kalkbrenner in the Human Resources Department - malarly.kalkbrenner@kirkwoodschools.org

For questions about specific volunteer opportunities, please reach out to the applicable school's main office or departmental secretary.

Cleared Volunteer Approval Process

1. Fill out the Volunteer Application.

<https://www.kirkwoodschoools.org/staff/human-resources/volunteer>

2. Receive automated email containing directions on next steps. This will include attachments with photo instructions for steps 3 & 4.
3. Complete registration with MACHS and be fingerprinted for the required background check (see Fingerprint Instructions attachment).
4. Register with the Family Care Safety Registry for the required background check. If already registered, you do not need to complete this step (see Family Care Safety Registry attachment).
5. Wait for a confirmation email letting you know that you've been cleared to volunteer.

If you are moving out of the district or no longer want to volunteer, please let Human Resources know so you can be removed from the approved volunteer list.

Malary Kalkbrenner (malary.kalkbrenner@kirkwoodschoools.org)

Volunteer Responsibilities

KSD recognizes the value that volunteers bring to the district and our students, no matter the capacity an individual volunteer is serving in.

It is important to note that an approved volunteer will be held to the following rules outlined in

Administrative Procedure IICC-AP(1):

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts 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 not photograph or videotape students unless authorized by the building principal or designee.
5. 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. The district expects all adult volunteers to maintain the same professional boundaries with students that are expected of staff members, as detailed in policy GBH.
6. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
7. Volunteers will use universal precautions to avoid contact with body fluids.

Volunteer Responsibilities cont.

8. 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.
9. In accordance with district policy, volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed.
10. Volunteers will not search students or student property.
11. 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.
12. Volunteers must sign in and out of the office when entering or leaving the school and must document the hours volunteered in the school.
13. Volunteers must report suspected cases of abuse or neglect to the building principal.
14. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

Volunteering with KSD is a privilege, not a right.

The district reserves the right to decline or terminate volunteer privileges for any legal reason.

Visitor vs Volunteer: What's The Difference?

Visitors:

Visitors to KSD schools are required to check in at the main office and need to provide a valid state ID so that they may be run through the Raptor screening system and be given a visitor tag. Visitors will at no time be allowed to be alone with students.

Examples of visitors:

- Having lunch with your child
- Being a mystery reader
- Attending a school assembly or event (such as a musical performance or art show)

*****Allowing visitors is up to the discretion of the school administration and is subject to Raptor screening results.***

Visitor vs Volunteer: What's The Difference?

Volunteers:

Volunteers must go through the process to become an approved volunteer and are subject to additional background checks. Anyone, who at any time may be left alone with students, no matter how momentarily, would need to become an approved volunteer.

Examples of volunteers:

- Attending a field trip
- Attending your child's class party
- Chaperoning a school dance
- Volunteering as a tutor
- Helping out in the library, at athletic events, or other school functions - outside of being an observer
- Volunteer coaching

*****This list is not exhaustive and is subject to change at the district's discretion or with additional legal guidance.***

Frequently Asked Questions

Q: I was approved to volunteer years ago, why do I have to go through this process?

A: In recent years, the state statutes changed to require fingerprint background checks for school volunteers. If you were approved before 2019, you are no longer approved to volunteer and must go through the full process.

Additionally, in 2023 there were changes made to the state's RapBack notification system that may require you to be re-fingerprinted. However, if you are told you need to have fingerprints done again, you will not need to repeat them in the future.

Q: What happens if I don't want to have a background check done?

A: If you refuse to complete the required background checks, your volunteer opportunities will be limited solely to situations where there is zero chance you would be alone at any time with KSD students. Most volunteer opportunities with the district will require this process, to ensure everyone's safety.

Q: I have been approved to volunteer, does that mean my spouse/parent/co-parent/friend is approved as well?

A: No. Each individual wishing to volunteer will need to separately go through the process to become an approved volunteer. Background checks are not transferrable to anyone else.

Frequently Asked Questions

Q: What types of volunteer opportunities require me to become an approved volunteer?

A: All KSD volunteers, such as library helpers, attending a class party, field trip chaperones, and athletic event support, must go through the process to become an approved volunteer.

School visitors, such as parents attending an assembly or having lunch with your child, will only need to be checked in at the school main office as a visitor.

Q: Why do I have to get background checks?

A: Per Missouri State Statute 168.133, school volunteers must undergo a criminal background check. This protects our students, staff, and community members.

Q: Do I have to have a new background check every year?

A: No. The Family Care Safety Registry is a one-time, lifetime registration that can be utilized for work or volunteering with other organizations that require it.

Fingerprint background checks, while not sharable between organizations, will be valid for the entirety of your time with KSD.

You may occasionally be asked via email by our HR department to verify that you are still affiliated with KSD so that we can validate your background check with MACHS.

Frequently Asked Questions

Q: How do I find out about volunteer opportunities?

A: A great place to start is your child's teacher or school's main office. They can notify you of field trips and other opportunities to get involved with our schools.

Q: Who should I contact if I have additional questions?

A: You can contact Malary Kalkbrenner in the Human Resources department at malary.kalkbrenner@kirkwoodschoools.org