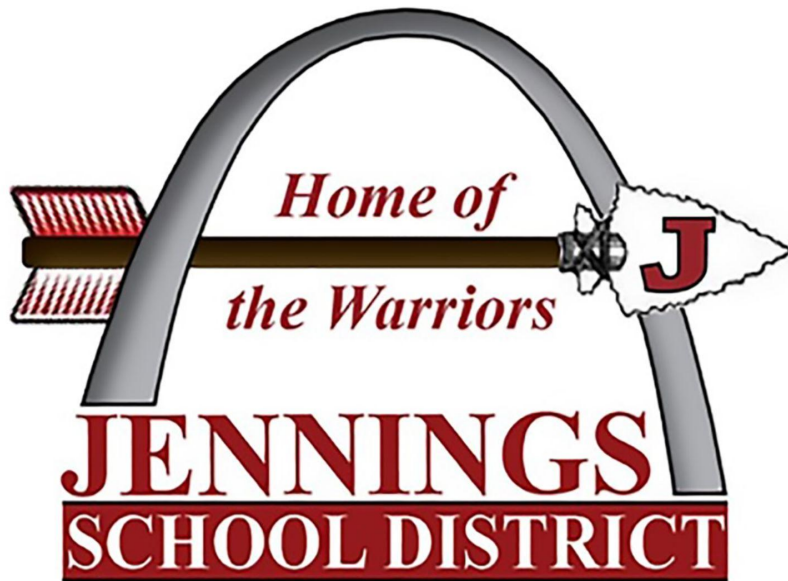


Volunteer Handbook



Introduction

The Jennings School District encourages and welcomes volunteers. Volunteers enhance the overall learning experiences for our students and the entire school community. The involvement of all stakeholders in our vision of learning will help to ensure success for our diverse population of learners.

Volunteers are an important resource for all schools and staff members. However, the safety and security of all students and staff are the highest priority. As a result, the district will fully screen all *designated* volunteers — this is the same level of screening all employees are required to complete.

This handbook is designed to provide valuable information regarding policies, procedures, guidelines, and other tips associated with volunteering for the Jennings School District.

Together we will make a difference. Volunteers are an important component in the success of our students and organization. We are delighted you have chosen to take an active role in the education of our students by volunteering, and we look forward to seeing you in our schools!

Definitions

Visitors are welcome and are defined as any individual who attends a schoolwide event and/or will be in an assembly area such as an auditorium or gymnasium for the purpose of a play, recital, talent show, etc. Visitors are also allowed in the cafeteria to eat lunch with their child or in a classroom to visit a class party.

In accordance with Missouri state law, no person listed on the sex offender registry may be present in any school building, on district property, in any district vehicle utilized to transport students or be present at school activities at any time.

Volunteers are defined as any individual assisting staff and/or students in the school setting that follows a regular schedule or will be left unsupervised with students. Examples include but are not limited to the following: regularly assisting in a library/office/classroom, tutoring students, assisting/chaperoning with a class/activity field trip, or supporting an extracurricular activity.

At the end of this handbook, you will find the forms required of all designated volunteers. Please complete the appropriate forms and return them to your child's school. If you have children in multiple schools, you only need to submit the forms to the building where you will spend the most time volunteering.

Vendors are defined as independent contractors, outside agencies, organizations, and/or business entities that provide services to the staff or students. Vendors may be hired/contracted by the district or groups affiliated (parent organizations*) with the district. Any employee of a vendor must also be properly background checked. Specific items and other necessary documentation to be provided to

the district and/or affiliated group will be outlined in the written contract/agreement between the appropriate parties.

Procedures for Volunteers

Volunteering in the district is a privilege. The Board of Education, superintendent, assistant superintendents, and/or building principals may terminate or decline the services of a volunteer for any reason. Pursuant to [Policy LLCC](#), all designated volunteers will be required to complete full background checks (including Missouri State Highway Patrol).

Volunteers will provide support services but are not substitutes for the professional staff and will work under the direction and supervision of district and building staff. Screened volunteers who may be left alone with a student will have an employee contact person or supervisor to monitor activities with the students.

Step 1

All designated volunteers will be required to submit a registration form (Form A)—included at the end of this handbook—to the building they wish to provide volunteer services. The building administration will initially review the registration form and forward to the Human Resources Department.

Step 2

After receiving the registration form, the Human Resources Department will contact the potential volunteer. All volunteers will be coordinated and screened through the Human Resources Department located at the Central Office located at 2559 Dorwood Dr, Saint Louis, Missouri, 63136.

Further information will be provided to the potential volunteers and will include directions on completing the required background screenings. Once the information is sent, the volunteer will be responsible for completing and submitting all necessary paperwork. All background information is confidential and will be maintained in accordance with district policy by the Human Resources Department.

These background checks ensure the safety and security of our students, which is our top priority. Please note volunteers may not work in any school until ALL background checks have been received and reviewed by the district. This usually takes a week, after completing and submitting the final background check.

Step 3

Volunteer background information will be reviewed by the Human Resources Department. Cleared volunteers will be required to present photo identification upon entrance into the building. Building administrators will only receive cleared/denied information for each screened volunteer. Background checks must be renewed every five (5) years or as otherwise outlined in district policy.

Payment of Fees

Volunteers background check fees are covered by the district.

Remember, only regular volunteers, such as tutors, parent readers, office workers, library workers, etc. that follow a regular schedule or are left unsupervised with students will be required to have a full background check. Visitors are not required to complete a full background check.

Other Guidelines for Volunteers

- Photo identification must be presented upon arrival
- Keep all information obtained from a student's education record confidential
- Use the main entrance/exit
- Wear your identification badge (provided by the building secretary) at all times to identify yourself to staff and students
- Commit to a regular schedule and call in advance to let the school know if you will be absent
- Be consistent with, and support the building and/or classroom rules for behavior and schedules
- Encourage students to do their own thinking and give them plenty of time to respond
- Never be completely alone with a student or put a student in an uncomfortable situation
- Do not search students or student property
- Contact staff if you feel a student's behavior is inappropriate
- Report all suspected cases of bullying/harassment, neglect or abuse to the building principal
- Use adult designated restrooms only
- Do not bring other children to volunteer locations (this creates a safety concern)
- Follow all policies, procedures and other rules established in the district and all applicable laws (the policies and procedures are available via the district website)

Emergency Procedures

Providing a safe and clean environment for everyone is a high priority in the Jennings School District. Every moment counts when a situation arises. Be prepared.



Form A – Volunteer Registration

Volunteers are required to submit the completed form to the local building principal or designee.

VOLUNTEER CONTACT INFORMATION:

Volunteer Printed Name (First, Middle Initial, Last)

Volunteer Address Street, City, State, Zip

Volunteer Cell/Home Phone and Email Address

School Where Volunteering (list all if multiple):

- Fairview Elementary Northview Elementary Woodland Elementary Hanrahan Elementary
 Rose Mary Johnson Jennings Jr. High Jennings Senior High Jennings Educational Training School (JETS)

Proposed Volunteer Duties/Responsibilities: _____

Interests

Tell us in which areas you are interested in volunteering

- Clerical Field Trips Fundraising Class Parties Library
 Cafeteria/Recess School Events (field day, dances, etc.) Other _____

EMERGENCY CONTACT INFORMATION:

Emergency Contact Printed Name (First, Middle Initial, Last)

Emergency Contact Address Street, City, State, Zip

Emergency Contact Number(s) and Email

Please list any pertinent information that would be of value to the nurse, such as allergies, special medications, diabetic condition, etc.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (Printed) _____

Signature _____

Date _____