



Knob Noster School District

VOLUNTEER HANDBOOK



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I. Message from the Superintendent

Abraham Lincoln once said, “Upon the subject of education, I can say that I view it as the most important subject who we as a people can be engaged in.” Certainly one of the most valuable ways to engage in public education is through volunteering to work directly in the schools with administrators, teachers, and students. Volunteers make invaluable contributions which continuously improve the programs, activities, and services we offer our students and our families. On behalf of the students and faculty of the Knob Noster School District, THANK YOU for your services as a Knob Noster Volunteer!

II. Mission Statement

The mission of the Knob Noster School District is to develop students with a healthy intellectual, physical, and emotional balance that will enable them to become lifelong learners and productive citizens in a changing society.

III. Program Purpose

The purpose of this program is to provide resource persons to enrich the experiences for all students while providing various services to building principals and classroom teachers to allow them to devote their energies more fully to the professional skills for which they have been trained. This program is designed to complement Knob Noster Policy IGBC, Parent/Family Involvement in Instructional and Other Programs (pages 18-22) and Knob Noster Policy IICC School Volunteers (page 23).

Knob Noster Volunteers are citizens who are sincerely interested in assisting children enrolled in the Knob Noster School District. Their willingness to serve and their commitment to education are greatly appreciated. The Knob Noster Volunteer Program operates under the approval of the Knob Noster Board of Education and the school administration. All volunteers working on a regular basis must adhere to all Knob Noster School District Policies and Administrative Procedures and Regulations.

IV. Goals and Objectives of the Volunteer Program

The goal of our Volunteer Program is to assist our schools in providing the best possible education for each student. The services of volunteers are utilized to accomplish the following objectives:

- a. Relieve teachers and support personnel of some non-instructional tasks.
- b. Provide teachers with more time to work with students.
- c. Enrich the curriculum and children’s learning opportunities.
- d. Provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide.
- e. Promote a school-home-community partnership for quality education.
- f. Assist in the delivery of extra-curricular activities and programs.

V. Knob Noster School District Volunteers

- a. Recognize that parent and community involvement are essential components of high student achievement.
- b. Have good health and moral character.

- c. Are willing to work under the direct supervision of District staff.
- d. Understand and appreciate the work of school staff.

VI. Knob Noster Volunteer Program Coordinator

The Volunteer Program Coordinator will:

- a. Understand the different types of volunteers as defined in this handbook.
- b. Maintain a file of active and inactive school volunteers by type/level and school.
- c. Be available to counsel with any of the parties involved concerning the program.
- d. Assist in the recruitment, orientation, and training of school volunteers as needs arise.
- e. Maintain a collection of resource materials for school volunteers.
- f. Make available to the school volunteer the statement of the basic philosophy of the school system.
- g. Confer with building principals, classroom teachers, and school volunteers, concerning suggestions for improvement of the program.
- h. Confer with appropriate administrators on any unresolved problems and make suggestions for improvement or changes in the program.
- i. Continually strive to update guidelines for the volunteer program.
- j. Collect and maintain attendance records of the volunteers.
- k. Provide District correspondence to volunteers.
- l. Coordinate appreciation activities.

VII. Knob Noster Building Principals

The Building Principal will:

- a. Furnish the Volunteer Coordinator with the names of those teachers desiring the services of a school volunteer and indicate the kind and level of assistance desired.
- b. Orient the school volunteer to his/her school.
- c. See that the school volunteer program is carried out in accordance with the guidelines.
- d. Fill staff absences with certified employees.
- e. Assure that volunteers work only with certified employees.
- f. Confer with the Volunteer Coordinator concerning any problems that may arise or concerning suggestions for the improvement of the program.
- g. Provide an appreciation event at the end of the school year.

VIII. Knob Noster Classroom Teachers, Coaches or Sponsors

The Classroom Teacher, Coach or Sponsor will:

- a. Be the immediate supervisor with whom the volunteer works. Teachers must always be kept in a position to assume responsibility for what transpires in the classroom and will direct all activities performed by the school volunteer. Volunteers assist the teacher who has requested such assistance. Disciplinary problems are not the responsibility of the volunteer and should be referred to the teacher or principal. Any concerns should be shared with the Volunteer Coordinator.
- b. Be the decision maker, analyze the needs of the students, and prescribe what will best meet those needs.
- c. Give careful, specific instructions when assigning any task to a volunteer and, if at all possible, provide a sample – especially in clerical or craft work.

- d. Explain what is expected of the pupils.
- e. Provide a time for the volunteer to discuss concerns or progress of the student.
- f. The relationship between the school volunteer and the school staff is a professional one of mutual respect and confidence. Volunteers will observe the confidential nature of this relationship. At no time will there be criticism or discussion of either the professional staff, the volunteers, or of the pupils with persons unassociated with the program.
- g. Plan the work and schedule of the school volunteer ahead of time.
- h. Notify the building principal if a volunteer is not needed at the regularly scheduled time so that arrangements can be made to utilize the volunteer elsewhere.

IX. Volunteer Definitions

- a. *Visitor* - Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on sporadic occasions and for small increments of time. A visitor typically visits a school to meet with staff, pick up students during the school day or perform temporary, contractual and/or substitute service in which they receive payment. Individuals who visit a school for events or for an individual occasion are not considered volunteers.

Examples of a visitor include, but are not limited to: substitute and temporary employees, third-party contracted personnel, parents picking up students or meeting with a teacher, grandparents attending a classroom activity, and community members meeting with school personnel.

- b. *Volunteer* – Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a “volunteer” does not include students participating in a district-sponsored program, such as tutoring or acting as an office assistant or teaching assistant.
- c. *Screened Volunteer* – A volunteer who may periodically be left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip.
- d. *Chaperone* – A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.

X. Knob Noster School District Volunteer Expectations

The Knob Noster School District Volunteer will:

- a. Follow the guidelines established for volunteers and the procedures and responsibilities specific to the level of service provided to the District as outlined in Procedure ICC-AP (24-26).
- b. Always report to the assigned building office to sign in and obtain an ID badge or tag.
- c. Be prompt, dependable, regular in attendance, in good health, and follow the same dress code applicable to students.

- d. Notify the teacher as far in advance as possible when the volunteer finds it necessary to be absent or late.
- e. Maintain a high standard of work in a cooperative manner.
- f. Determine with teachers a mutually agreeable time for receiving assignments and specific student needs. Request a brief outline, written or oral, of work to be done each period. If an assignment or goal is unclear, ask the teacher for clarification.
- g. Encourage the student to do his/her own thinking. Stay on task. Start work at a level where the student can succeed.
- h. Recognize the importance of thorough preparation.
- i. Respect confidentiality expectations unless disclosure is required by law. The relationship between the school volunteer and the school staff is a professional one of mutual respect and confidence. Volunteers will observe the confidential nature of this relationship. At no time will there be criticism or discussion of either the professional staff, the volunteers, or of the pupils with persons unassociated with the program.
- j. Not photograph or videotape students unless authorized by the building principal.
- k. Be responsible for learning and observing the regulations of the school where assigned, including wearing a designated nametag, observing the sign-in procedure, fire drill and accident reporting procedures, lunch and coffee privileges, and pupil restroom and drink privilege.
- l. Know the telephone numbers of the office of the school where assigned.
- m. Ascertain where supplies are kept.
- n. Avoid asking a student to do anything that might be physically dangerous, i.e., open or close a window, step on a chair to reach something.
- o. Not serve as substitute teachers during the absence of teachers.
- p. Feel free to discuss with the principal or the Volunteer Coordinator any change that the volunteer would prefer in building assignment, grade, or activity.
- q. Make suggestions for improvement of the program to the Volunteer Coordinator who will channel them for necessary action to the administrative staff. At all times, a conscientious effort shall be made to keep the line of communication open.
- r. Not lend money or bring gifts to students unless authorized by the building principal.
- s. Accept no gratuities or gifts of significance from teachers or pupils. Volunteers shall refrain from soliciting in the school.
- t. Remember that Knob Noster school grounds are tobacco, drug, and alcohol free.
- u. Avoid situations where there could be a liability question. If in doubt, ask.
- v. Avoid any discussions with students regarding personal beliefs (i.e. religious, political, etc.). All discussion with the student must be focused on the school district curriculum.

XI. How to Become a Knob Noster Volunteer or Chaperone

- a. Complete the Knob Noster Volunteer Application (page 10) and submit this form to Central Office.
- b. Read and review the Knob Noster Volunteer Handbook as well as Knob Noster Policy ICC and Procedure ICC-AP (pages 24-26)
- c. Complete the Volunteer Confidentiality Agreement (page 11) and submit this form to Central Office.
- d. Observe all rules and procedures established for signing in and wearing an ID badge or tag when on school campus.

XII. How to Become a Knob Noster Screened Volunteer

- a. Complete the Knob Noster Volunteer Application (page 10) and submit this form to Central Office.
- b. Read and review the Knob Noster Volunteer Handbook as well as Knob Noster Policy ICC and Procedure ICC-AP (pages 24-26)
- c. Complete the Volunteer Confidentiality Agreement (page 11) and submit this form to Central Office.
- d. Obtain a clear criminal background/fingerprint and Child Abuse and Neglect screening (pages 12-14) per Knob Noster Policy GBEC (pages 30-33). Contact Central Office for additional details.
- e. Complete the Knob Noster Volunteer Training/Orientation modules, including the *Smarter Adults-Safer Children* video and complete online survey to affirm completion and understanding of responsibilities. The training and confirmation survey is available on the Knob Noster School District website under the Volunteer Page.
- f. Observe all rules and procedures established for signing in and wearing an ID badge or tag when on school campus or other assigned location.
- g. If transporting students, review Knob Noster Procedure EEA-AP (pages 27-29), and complete the Driver Liability Acknowledgement Form (page 15) and return to Central Office.
- h. If transporting students involves an overnight trip, also complete the Off Site Driver (page 16) and Consent for Minor Children to Travel (page 17) for all children being transported and return to Central Office.

XIII. Volunteers Represent the Knob Noster School District

Volunteers not only serve the needs of students, but they provide a vital link between the school and the community. Students, their parents and the community view volunteers as representative of the Knob Noster School District. Close attention is given to what volunteers say about the staff and the educational programs of the District. For these reasons and many others, volunteering provides a great opportunity for those who care about students and the school to help make it a better place tomorrow than it is today!

On behalf of the students, teachers, and community of the Knob Noster School District, THANK YOU for your time, effort, and dedication in serving as a Volunteer. We look forward to working with you!

Appendix

Volunteer Guidelines

Supervision of Volunteers

Volunteers always work under the direct supervision of the professional staff in each building and only with those teachers who have requested the services of the volunteer. The District is responsible for the education, safety and well-being of each student. For this reason, you can understand why the teacher, principal or District official must dismiss any volunteer whose actions are not in the best interest of the school or students.

Confidentiality

As you work with the staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know them. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility.

Occasionally, a child may confide in you about family matters or personal problems. Keep this confidential. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation in private with the teacher or principal.

Child Abuse

Missouri State Statute 210.115 requires school personnel (any district employee or any other person who has responsibility for the care or treatment of a minor to report any case of suspected child abuse to the Child Abuse and Neglect Hotline at 800-392-3738. Volunteers should contact the principal and/or nurse for reporting procedures.

Discipline

Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans, and the responsibility for discipline rests with the professional staff. *Volunteers may not discipline students.* Please make the teacher aware of any discipline problem that might arise while you are working with a student.

Dismissal of Students

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and given permission for the volunteer to do so.

Dress and Behavior

Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that attire be neat and conservative. Your appearance should attract no undue

attention. Keep in mind you are in a position to set an example for students. Your speech and behavior should serve as good models for them to follow.

Health

If you are not feeling well, don't try to keep up your volunteer duties in spite of an illness. You'll accomplish more in the long run if you allow yourself time to recuperate. Please call to let the teacher know you will not be coming in at your scheduled time. Schools are particularly concerned about keeping students and staff healthy. This is another reason to stay away from school if you have a contagious illness.

Commitment & Dependability

Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers do is important. Whether they work in the classroom, front office, or health office, the staff and students quickly become dependent upon volunteer assistance. Don't promise to volunteer more time than you will be able to follow through with. It's better to start out with a few hours a week and gradually increase if you find you have the additional time.

We know there will be times when you will be ill, on vacation or unable to volunteer. Please telephone the school office and leave a message for the teacher or staff member with whom you work as far in advance as possible when you are unable to volunteer.

School Rules

Become familiar with the rules and policies of the school where you volunteer. It's a good idea to read through the school's handbook. Ask your supervising teacher to explain the school's policy for the use of telephones, cell phones, eating facilities, fire drills and emergency procedures. Use reasonable judgment in making decisions when there appears to be no policy or the policy is not communicated. As soon as possible, consult with the supervising teacher for future guidance.

Tips for Working with Staff

The staff appreciates your willingness to be a part of our educational team. Teachers and support personnel will come to depend upon your assistance. Here are some tips for working effectively with the staff.

Getting to Know You....

Let the staff know what types of jobs you are interested in doing and what your special skills are so they can utilize your talents.

A New Experience for You, and Perhaps For the Teacher....

If you've never been a school volunteer before, you'll find that there are many new and exciting things to learn about the job, the school and the students. Please be aware that some staff members have never had an opportunity to work with volunteers before. This will be a new experience for them as well, as they learn how to utilize the services of a volunteer.

Be a Good Communicator....

The staff will welcome your questions and comments. If you don't understand something please ask. Volunteering should be an enjoyable and rewarding experience. If you are unhappy or concerned about

something, please discuss the situation with your supervisor, the volunteer coordinator or the building principal.

Routine Tasks Are Important....

The staff often relies upon volunteers to do the “routine” jobs such as photocopying and organizing materials. Because volunteers are able to assist with these jobs, teachers are able to spend more time working with students or planning for quality instruction.

We All Have Different Ways of Doing Things....

When you are assigned a task, be sure you know exactly how the teacher wants the job done. Ask for clearer directions and, if necessary, ask the teacher to give you samples or to demonstrate how the tasks are to be performed.

Try Something New....

The opportunity to learn new skills is one of the benefits of being a school volunteer. Be willing to try new tasks assigned by the staff, but accept only as much responsibility as you feel comfortable with.

Be Reliable....

Come when you say you will. Give the office as much notice as possible when you won't be available at your scheduled time.

Tips for Working with Students

Call students by name at each opportunity. A child's name is very important to them. Make every effort to pronounce and spell each child's name correctly.

Observe the techniques used by the teacher. Try to model these instructional methods when working with students.

Accept children as they are. Each child is unique and may be very different from your own child. Be ready to accept the differences in background, values and aspirations.

Encourage and praise students. Your positive words of encouragement will go a long way in helping students feel good about themselves even when they are having difficulty. Be ready to praise children for even the smallest successes. Let each child know that you care about him/her through the use of verbal affirmation. Younger children may also enjoy stars, stickers, stamps, etc. You and the teacher should discuss the use of these motivational materials.

Children never forget. If you promise them something, be prepared to follow through with that promise. Be careful not to make promises that you will be unable to keep.

Encourage students to do their own thinking. Try not to give students the answers before they have had an opportunity to solve problems on their own. Give children plenty of time to answer your questions. Silence often means that a child is thinking. Beware of the occasional student who might try to get you to do their work for them.

Follow the teacher's lead. Be consistent with the teacher's rules for classroom behavior. Remember the teacher is always available and ready to handle discipline problems that arise.

Reinforce good behavior. When children are behaving well, let them know how proud you are of them and how much you appreciate their effort. This will encourage them to try even harder. If possible, do not pay attention to a child who shows minor misbehavior problems, but do note the things the child is doing well and praise them.

It's OK if you don't know all the answers. Admit to the children that you don't know the answer or are not sure of what to do. Work the answers out together with the students or feel free to ask the teacher for assistance.

Keep students on task. You'll want the children to learn as much as possible during the time they spend with you. Keep the lesson or activity moving; avoid letting anyone get the group off the task by discussing topics that have nothing to do with the lesson.

Supervise students carefully. Under no circumstances should you leave students without supervision. Be aware of what students are doing at all times.



VOLUNTEER APPLICATION

Name: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Name of Volunteer's Child(ren): _____

School Attending: _____

Grade Level(s): _____

Please list the primary locations and activities in which you would like to volunteer: (this list may change):

Please briefly describe how you would like to serve as a District volunteer (i.e. age level and responsibilities):

Have you ever been convicted, or plead guilty to a felony or a misdemeanor related to sexual misconduct? Yes____ No____

Has a finding of probable cause of child abuse by any state agency been entered against you?
Yes____ No____

Volunteer Signature

*Falsification of this document is a misdemeanor.



VOLUNTEER CONFIDENTIALITY AGREEMENT

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

Volunteer Signature

Date

Directions to Complete Background Check/Fingerprinting:

Criminal history background checks are performed by fingerprint search by 3M/Cogent, the company contracted by the state of Missouri for this service. Appointments can be made on the Missouri Automated Criminal History Site (MACHS):

www.machs.mo.gov

Click to schedule appointment for background check by fingerprints

Click to enter 4 digit registration number

Fill out the form using the appropriate 4 digit registration number:

1624 Certified/Teachers Positions

1625 Substitute Teachers

1626 Uncertified/Support Staff

1627 Bus Drivers

The cost for background checks can be paid on-line or at the testing site.

The testing site in our area is listed on the website and below:

Company	City	State	County
Pettis Co. Sheriff's Office – (660)827-4001	Sedalia	MO	Pettis

If you have questions or need assistance registering please contact Cogent at (877) 862-2425.

REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD

TYPE OF SERVICE (Check only one) See reverse side for further instructions.					TYPE OF DAYCARE PROVIDER								
<input type="checkbox"/> (1) Name Search - \$5.00 (Criminal record, offender registry, and child abuse search)					<input type="checkbox"/> (1) License								
<input type="checkbox"/> (2) Fingerprint Search - \$14.00 (Criminal record, offender registry, and child abuse search)					<input type="checkbox"/> (2) License Exempt								
<input type="checkbox"/> (3) DFS Central Registry Child Abuse Search Only - No Charge					<input type="checkbox"/> (3) Registered								
IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.													
APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)													
MAIDEN NAME				DATE OF BIRTH (MM/DD/YY)		STATE OF BIRTH		SEX	RACE				
ALIAS NAME(S)					SOCIAL SECURITY NUMBER			DRIVER'S LICENSE NUMBER / STATE					
ADDRESSES FOR PAST 5 YEARS													
STREET		CITY			STATE	STREET		CITY		STATE			
Have you ever been found guilty to or been convicted of any criminal act in this state or any state?													
<input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.													
DATE		CITY		STATE	COUNTY		CIRCUMSTANCES (Identify charges, attach separate page, if necessary)						
Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Division of Family Services in this state or any state?													
<input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.													
DATE		CITY		STATE	COUNTY		CIRCUMSTANCES (Attach separate page, if necessary.)						
The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.													
SIGNATURE OF APPLICANT (REQUIRED IN INK)					DATE								
SIGNATURE OF REQUESTOR (Required in Ink)					DATE								
TITLE OF CHILD CARE PROVIDER					TELEPHONE								
STATE AGENCY					STATE VENDOR OR CONTACT NO. (if applicable)								
CHECK APPROPRIATE BOX													
<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT			<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU			<input type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE							
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER			<input type="checkbox"/> DMH / DMH VENDOR			<input type="checkbox"/> DFS CONTRACT PROVIDER							
<input type="checkbox"/> DFS LICENSURE			<input type="checkbox"/> HEALTH CARE			<input type="checkbox"/> OTHER _____							
RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">AGENCY NAME</td> </tr> <tr> <td style="padding: 2px;">ATTENTION</td> </tr> <tr> <td style="padding: 2px;">ADDRESS</td> </tr> <tr> <td style="padding: 2px;">CITY, STATE, ZIP CODE</td> </tr> </table>										AGENCY NAME	ATTENTION	ADDRESS	CITY, STATE, ZIP CODE
AGENCY NAME													
ATTENTION													
ADDRESS													
CITY, STATE, ZIP CODE													

The purpose of this form is to provide information available to child care agencies including volunteer agencies. The records you receive will be based on the search options you select. The Missouri State Highway Patrol will respond when you choose option 1 or 2. The Missouri Children's Division will respond when you choose option 1, 2, or 3. Direct questions regarding criminal records to the Missouri State Highway Patrol (573-526-6153); direct questions regarding child abuse or neglect to the Children's Division (573-526-1438, TT: 1-800-735-2466).

The information on this form, and responses generated as a result of this form, are confidential. Any person disclosing the information in violation of 43.540, 589.400, RSMo. and/or 210.150 RSMo. is guilty of a class A misdemeanor.

For information on how to participate in the Child Abuse/Neglect Central Registry examination program, submit a written request from the CEO, owner, director, etc. of your child care related group or organization to: **Director, Children's Division, P.O. Box 88, Jefferson City, MO 65103.**

PROCESSING FEE SCHEDULE INFORMATION (43.527 AND 43.530 RSMo.)

By checking boxes 1 thru 3 on the front page of this form, the following applies:

1. Name Search - \$10.00 Provides open records obtained from the Missouri Criminal Record Repository and information from Missouri Children's Division Central Registry.
 - a) Complete the request form.
 - b) Make a check or money order for \$10.00 payable to "State of Missouri Criminal Records System."
 - c) Mail completed form and check or money order to: **Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102.**

2. Fingerprint Search - \$14.00/\$20.00 Provides open and closed records with positive identification obtained from the Missouri Criminal Records Repository and information from Missouri Children's Division Central Registry.
 - a) Complete the request form.
 - b) Obtain fingerprints on: Applicant card FD-258 or Patrol card SHP-152. Official taking fingerprints must verify identity of person fingerprinted with an official id such as a driver's license and sign the card as the person taking the fingerprints. Complete the rest of the card as applicable.
 - c) Make a check or money order for \$14.00/\$20.00 payable to "State of Missouri Criminal Records System."
 - d) Mail completed forms and check or money order to: **Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102.**

3. CD Central Registry Child Abuse Search Only - No Charge Provides information obtained from the Children's Division Central Registry only. The Children's Division (CD) Central Registry screening will reflect information contained in the CD database. Any questions about the accuracy of that information should be directed to the CD office in the residential county of the applicant or the county of employment if the applicant is not a Missouri resident.
 - a) Complete the request form.
 - b) Mail completed form to: **Missouri Children's Division, Background Screening / Investigations Unit, P.O. Box 88, Jefferson City, MO 65103.**

OPEN RECORDS - convictions, charges pending, arrests less than thirty days old, and suspended imposition of sentence during probation.

CLOSED RECORDS - charges not filed, not prosecuted, dismissed, or subject found not guilty or suspended imposition of sentence after probation.

SPACE RESERVED FOR MSHP/CD RESPONSE STAMP



VOLUNTEER/PRIVATE DRIVER LIABILITY ACKNOWLEDGEMENT

I, _____
(Volunteer/Private Driver)

Agree to provide transportation for a school activity that requires transportation to a location away from school grounds.

A brief description of the activity follows:	
Type of event:	_____
Destination of event:	_____
Individual in charge:	_____
Estimated time of departure and return:	_____
Mode of transportation to and from event:	_____

I submit that I am twenty-five (25) years of age or older, possess a valid driver's license, have a proper and current license and vehicle registration, and have the required insurance coverage in effect on the designated vehicle used to transport participants. Copies of my driver's license and valid insurance card will be submitted and filed in the Knob Noster School District Central Office with my volunteer file.

I have been designated a "screened volunteer" by the District and have a clear FBI and Child Abuse Registry background check. I have viewed the Smarter Adults Safer Children video and have received the Knob Noster volunteer handbook.

I understand that as a private passenger vehicle driver, primary liability for loss or injury is assumed by myself and my insurance provider under the terms of my automobile insurance policy.

Signature: _____
(Volunteer/Private Driver)

Date: _____



OFF-SITE PRIVATE DRIVER PERMISSION FORM

I, _____ grant permission for my child, _____
(Parent or Guardian's name) *(Child's name)*

to participate in this school activity that requires transportation to a location away from school grounds. This activity will take place under the guidance and direction of school employees and/or screened volunteers from The Knob Noster School District.

A brief description of the activity follows:

Type of event: _____

Destination of event: _____

Individual in charge: _____

Estimated time of departure and return: _____

Mode of transportation to and from event: _____

All volunteer drivers are twenty-five (25) years of age or older, possess a valid driver's license, have a proper and current license and vehicle registration, and have the required insurance coverage in effect on their designated vehicle used to transport participants. All volunteers qualify to be screened volunteers in the District and have a clear FBI and Child Abuse Registry background check. All screened volunteers have also viewed the Smarter Adults Safer Children video and have received Knob Noster volunteer handbook.

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

I understand that a private passenger vehicle, driven by an approved adult by the District will be used to transport my child during this school activity, and I hereby grant permission for my child to be transported by those volunteer drivers designated for this activity. In addition, I understand that primary liability for loss or injury is assumed by the volunteer driver and his/her insurance provider under the terms of his/her automobile insurance policy.

Signature: _____
(Parent or Guardian)

Date: _____



CONSENT FOR MINOR CHILDREN TO TRAVEL

Date: _____

I (we): _____

authorize my/our minor child(ren): _____

to travel to: _____ on: _____

with: _____ . Their

expected date of return is _____ .

In addition, I (we) authorize: _____ to consent to any necessary routine or emergency medical treatment during the aforementioned trip.

Signed: _____ (Parent)

Signed: _____ (Parent)

Address: _____

Telephone: _____

Sworn to and signed before me, a Notary Public,

this _____ day of _____, 20____

Notary Public Signature and Seal

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS

The Knob Noster R-VIII School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote

school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
 - ▶ Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - ▶ Providing access to educational resources for parents/families to use together with their children.
 - ▶ Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

Title I Program Parent Involvement

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Migrant Education Program Parent Involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Education Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

Limited English Proficiency Program Parent Involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

Policy Evaluation

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve

or create practices that enhance parent/family involvement.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Knob Noster R-VIII Date Adopted: 7/29/2009
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SCHOOL VOLUNTEERS

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district’s schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on 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.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

SCHOOL VOLUNTEERS

Definitions

Volunteer – Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a “volunteer” does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.

Chaperone – A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.

Screened Volunteer – A volunteer who may periodically be left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip.

All Volunteers

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. It shall be the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers may select and organize chaperones, unless otherwise directed by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer’s services and notify the superintendent or designee immediately.

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

All volunteers will be given a copy of the following rules:

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 keep all information obtained from a student's education record confidential.
5. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
6. 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.
7. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
8. Volunteers will use universal precautions to avoid contact with body fluids.
9. 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.
10. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
11. Volunteers will not search students or student property.
12. 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.
13. Volunteers must sign in and out of the office when entering or leaving the

school and must document the hours volunteered in the school.

14. Volunteers must report suspected cases of abuse or neglect to the building principal.
15. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

Screened Volunteers

1. District staff must direct persons wishing to serve as a screened volunteer to the superintendent or designee's office for volunteer certification. Supervisors of activities that may require overnight volunteers are encouraged to recruit and certify volunteers at the beginning of the school year because the process may take several weeks or months to complete.
2. Screened volunteers must consent to and complete a criminal background check prior to being left alone with a student and may be required to submit additional information at the superintendent or designee's discretion. All information collected regarding screened 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.
3. Only screened volunteers may have access to student education records. However, such access is limited to instances where access is necessary for the volunteer to assist the district, and such access must be supervised by staff members.
4. The building principal or designee will provide appropriate training for all screened volunteers.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES/COMMON CARRIERS

Section 304.060, RSMo., authorizes vehicles other than approved school buses to be used for transportation of students subject to regulations adopted by the State Board of Education. The district, its officers and employees, volunteers and every person employed under contract by a school district shall be subject to these regulations. All contracts executed for transporting children in school buses on behalf of the district shall include a reference to these regulations. The following is a copy of Missouri Regulation 5 C.S.R. 30-261.045:

I. Requirements for Transportation of Students in Vehicles Designed for Transporting more than Ten Passengers Including the Driver

- A. After July 1, 2001, newly purchased, newly leased, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity, as defined by the manufacturer, to carry more than ten passengers including the driver that are used to transport students to or from school or to transport students to or from any place for educational purposes or school purposes shall meet state and federal specification and safety standards applicable to school buses. Contract common carriers meeting federal Department of Transportation standards may be used for field trips as outlined in Section III of this procedure.

II. Requirements for Transportation of Students in Vehicles Designed for Transporting Ten Passengers or Less Including the Driver

- A. The number of passengers, including students and driver, that may be transported at any one time shall be limited to the number the manufacturer suggests as appropriate for that vehicle in accordance with § 304.060, RSMo., or if not posted in the vehicle, then limited to the number of seat belts in the vehicle.
- B. The driver and each passenger shall be properly secured with the appropriate seat restraint at all times while the vehicle is in motion.

- C. Motor vehicles designed for enclosed passenger transportation may be used subject to approval by the local Board of Education.
- D. Motor vehicles shall be licensed according to law and shall display a current state safety inspection sticker.
- E. The driver of a district-owned or district-contracted vehicle shall have a valid Missouri operator's license for the motor vehicle and comply with § 302.272, RSMo., and 5 C.S.R. 30-261.010(2)(A) 1-3, not to include a parent or guardian transporting only his/her children under a written contract with the district and who is not compensated by the district. The parent or guardian shall have a valid Missouri operator's license for the vehicle operated as per 5 C.S.R. 30-261.010(2)(A).
- F. The driver of a privately owned vehicle who is not compensated by the school district to transport students to and from school or school-related events shall have a valid Missouri operator's license for the vehicle operated as per 5 C.S.R. 30-261.010(2)(A). This shall include any person who transports school children as an incident to employment with a school or school district, such as a teacher, coach, administrator, secretary, school nurse or janitor unless such person is under contract with or employed by a school or school district as a school bus operator as per § 302.010(19), RSMo. Compensation shall be defined for the purpose of this section as any reimbursement received by the driver that exceeds the average cost of operating a car per mile as established by the American Automobile Association.
- G. Motor vehicles shall have liability insurance coverage in accordance with § 537.610, RSMo., and as required by the local Board of Education.
- H. When transportation service in motor vehicles other than those licensed as school buses is contracted, there shall be a written contract between the district and the individual or firm providing the service.

III. Requirements for Transportation of Students in Authorized Common Carriers

- A. Authorized common carriers shall only be used to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this procedure, are over-the-

road, intercity-type coaches equipped with reclining seats, air conditioning and restroom facilities and holding authority from the Missouri Department of Economic Development, Division of Motor Carrier and Railroad Safety, or the Federal Carrier Safety Administration.

- B. There shall be a written contract between the district and individual or firm providing the vehicle.
- C. All contracts with authorized common carriers shall include:
 - 1. Proof of liability insurance in the amount of five million dollars per accident.
 - 2. Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.
- D. The driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualifications of the Federal Motor Carrier Safety Regulations.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

CRIMINAL BACKGROUND CHECKS

The Knob Noster R-VIII School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on school grounds. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

Definitions

Criminal Background Check – A search of the Federal Bureau of Investigation’s criminal history files; the Missouri Highway Patrol’s criminal history database and sexual offender registry; the Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children’s Division (CD) of the Department of Social Services; Missouri Case.net; and other databases required by law or by the district.

Driving Records – Traffic-related offenses contained in the Missouri Department of Revenue’s databases.

Employees

Generally, the district will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students; however, the district may forgo a criminal background check when:

1. A teacher is employed to work on a part-time or substitute basis within one year of having retired from a Missouri school district.
2. An employee or potential employee has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district. If the district requires a new background check, it will be at the district's expense.
3. An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to

employment.

Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required by the district. The district has the sole and absolute discretion to determine whether the outcome is satisfactory.

Drivers

The district will conduct a criminal background check on all bus drivers the district employs. The district may allow bus drivers to operate district transportation pending the results of the criminal background check.

If the district contracts for student transportation services, the contract will require the transportation company to conduct background checks on the company's employees who will have contact with district students. The contract will require the company to exclude persons who have exhibited behavior that is violent or harmful to children or adults.

Volunteers

The district will conduct a search of the Missouri Highway Patrol's criminal history database and the FCSR or the central registry of child abuse and neglect of the CD on all persons volunteering in positions where they will be left alone with a single child. If the volunteer is a sponsor, advisor or coach, he or she must satisfactorily complete the criminal background check required of employees. The superintendent or designee is directed to identify any additional volunteer positions in the district that will also require a criminal background check. The superintendent or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

Payment

In general, applicants for employment and volunteers are responsible for the cost of the criminal background check, but the district may later reimburse the person at the district's discretion. However, when an applicant has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district, the district will not require an additional background check as a condition of employment unless the district pays the cost, in accordance with law.

The district will pay the expenses associated with conducting and renewing criminal background checks for current employees. In cases where the district requires independent contractors to conduct criminal background checks, payment for the background checks will be determined by the contract.

Updating Information

The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. The district will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

The district may update all criminal background checks required under this policy at least every five years if the person is still volunteering or working for the district or working on district property. The district may update the driving records for all drivers of district transportation every six months. Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers or contractors who refuse to participate.

District Notification

As a condition of continuing to work within the district, all employees and other persons required to submit to a criminal background check pursuant to this policy 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.

Reporting Requirements

The district will report to DESE when information is obtained that a certificated person has pled guilty or no contest to or been found guilty of a crime or offense, regardless of whether a sentence has been imposed, in this state, another state or another country that may put the person's certificate in jeopardy pursuant to Missouri law.

Confidentiality

Information received by the district pursuant to a criminal background check is confidential. Except as allowed by law, the district will only use

this information for the district’s internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on district property. The district will keep this information in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the district. Any person submitting to a criminal background check may receive a copy of the background check information received by the district.

Pursuant to state law and upon the written request of an employee or former employee, the district may transfer a criminal background check to another school district within one year of receiving the background check.

Consequences

The superintendent or designee is directed to exclude from employment or to take action to terminate individuals whose criminal background checks reveal that they have exhibited behavior that is violent or harmful to children or adults. Employees who fail to keep background checks confidential as required by law or this policy or who violate any portion of this policy or district procedure will be subject to disciplinary action up to and including termination.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.