

# **Hazelwood School District Volunteer Program**

## **Volunteer Agreement**

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, grandparents, business/education partners, university and college students, and friends in the HSD community who have a desire to get involved in education. HSD appreciates the countless hours our volunteers have spent improving the quality of education for our students.

A volunteer is any parent or person in the community who provides uncompensated service to the Hazelwood School District. Volunteers may assist teacher with tutoring students, chaperoning a field trip or school-sponsored activity, or assisting staff members within the school building. A volunteer does 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 or attending a field trip are considered visitors unless they are to supervise students. However, overnight field trips/functions will require a criminal background check. In all instances, the building principal approves volunteer and visitor requests.

All 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 volunteers:

1. A criminal background check shall be performed for each volunteer who has regular and frequent contact with students; unsupervised or one-on-one contact with students; or serves in a supervisory role. Volunteers 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: \_\_\_\_\_