



ST. JOSEPH
SCHOOL DISTRICT

Handbook for Volunteers



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SCHOOL DISTRICT

Welcome from Volunteer Services, a division of the Special Programs Department. 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. You will be asked to attend an orientation 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 for you a rewarding experience. There are good things happening in the St. Joseph School District, and we are excited to have you be a part of them. If you have additional questions, or need other information, please feel free to contact your building volunteer coordinator, or call the district coordinator of Volunteer Services at 671-4000.

Roxanne McCulloch-Perry
District Volunteer Services Coordinator
Special Programs Department

Kim Hill
Coordinator of Counseling
Special Programs Department

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 to 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 regulation with HB604 and Missouri State Statute 168.133 now requires background checks for volunteers who meet certain criteria.

- Level 1 Volunteers do not require a formal background check and may enter the building with Raptor Visitor Management System.
- Level 2 Volunteers must complete a full fingerprint background check. The background checks are available at the expense of the volunteer at the Missouri Highway Patrol and other private providers.

Level 1 Volunteers

- Works 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.
- You must present a valid photo id in the office upon arrival at all SJSD locations which will be scanned through Raptor Visitor Management System.
- You will sign in as a volunteer and wear a volunteer badge while in the building.

Level 2 Volunteers

- Works 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 annually complete a full fingerprint background check and provide a copy to the building principal to keep on file. The building will send a copy to Volunteer Services at District Office.

- You must present a valid photo id in the office upon arrival at all SJSJ locations which will be scanned through Raptor Visitor Management System.
- You will sign in as a volunteer and wear a volunteer badge while in the building.

Full Fingerprint Background Check	Raptor Check/Visitor Management System
Volunteers who have the potential to work alone with a student(s) or has access to student records: <ul style="list-style-type: none"> • Tutor • Coach or Sponsor • Reading Mentor • Field Trip Chaperone 	Volunteers who serve occasionally, do not have a supervisory role, and do not work alone with students: <ul style="list-style-type: none"> • Classroom Parent • In-class Reading Mentor • Classroom Parent • Library Support • School Hospitality Events

Confidentiality

Keep information you learn about students between yourself and your teacher. All volunteers completing an application are agreeing to keep student information confidential.

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 name 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:

- Safe guarding 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 mothers and field trip chaperones. Any other exceptions must be recommended by the building principal.

Volunteer from Home

- Helps with clerical duties
- Makes posters and displays
- Prepares materials
- Assists with telephoning, etc.
- Performs other duties requested by school staff

Classroom Volunteer

- Uses flash cards to help students learn sight words, multiplication tables, and beginning and ending word sounds
- Assists younger children with learning the alphabet, colors, numbers, and in identifying letters, shapes or rhyming words
- Supervises learning centers, games and other areas that need an extra pair of hands
- Assists students with special projects
- Assists students in academic work without evaluating
- Prepares bulletin boards
- Read to children or listen to them read
- This is not an all-inclusive list.

Clerical Volunteer

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

ESOL Volunteer

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

Library Volunteer

- Responds to teachers' and students' requests for service
- Works at the circulation desk
- Shelves and/or mends books
- Assists with book fairs

Lunchroom Volunteer

- Assist with Lunchroom duties

Mentor or Study Mate

- Works with elementary/middle school students
- Serves as a role model and advisor, helping the student understand the need for an education to reach personal goals
- Encourages classroom attendance
- Tutors
- Assists with homework

Music Volunteer

- Accompanies choral groups on the piano
- Works with small groups on special projects
- Files and organizes music and uniforms
- Accompanies students to performances

Technology Assistant

Helps children in 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, this 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 area 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

- A. 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.
- B. The following shall be grounds for withdrawal:
 1. Clash of personalities between the volunteer and teacher/administration/staff.
 2. Lack of ability to fulfill duties of the volunteer assignment.
 3. False statements on the application form.
 4. Habitual refusal to meet other responsibilities outlined in the Volunteer Handbook.
 5. Volunteer services are no longer needed.
 6. Failure to maintain confidentiality.
 7. Failure to sign in at the office.
 8. Failure to wear a name badge.