

Expectations and Policies for Volunteers in Kearney School District

Standards

The qualities exemplified by volunteers in Kearney School District include integrity, high ideals, and empathy. In addition, volunteers are expected to maintain high standards in their school relationships, including the following:

- Maintain courteous professional relationships with students, parents, staff members, and others.
- Represent the school system in a positive manner on all public occasions.
- Prioritize the welfare of children as their first concern.
- Refrain from using school contacts and privileges to promote partisan politics, sectarian religions views, or non-professional self-serving interests of any kind.
- Properly use and protect all school properties, equipment, and materials.
- Recognize basic dignities of all individuals with whom the volunteer interacts in the performance of duties.

In the performance of duties, keep in confidence such information as the volunteer may secure, unless disclosure is required by law. A volunteer should always take care not to imply through his or her individual actions an endorsement from the district.

Missouri's Mandated Reporter Law - Section 210.115 RSMo

All mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. No supervisor or administrator may impede or inhibit any reporting. Hotline number 1-800-392-3738.

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Confidentiality statement

As a volunteer, you may be working with or exposed to confidential information. In an effort to protect our students, we appreciate your commitment to our policies regarding confidential information. As a volunteer in KSD, we ask that you comply with the following expectations:

- You will not discuss any child's behavior, records, or personal situation with another person or parent.
- You will go directly to the appropriate teacher, staff, or administrator with questions.
- You will not bring siblings or other individuals to the classroom when volunteering.
- You will not expect to work exclusively with your own child when you volunteer in the classroom.

Any breach of confidentiality will be carefully reviewed, and if substantiated by the teacher or an administrator, could result in the termination of volunteer involvement in the schools.

Expectations

All volunteers will be expected to abide by the following rules:

- Volunteers must follow the same dress code applicable to students.
- 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.
- Volunteers will not transport students.
- Volunteers will keep all student information confidential.
- Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
- 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.
- Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
- Volunteers will use universal precautions to avoid contact with body fluids.

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

Volunteer Background Checks and Fingerprinting

Volunteers in Kearney School District 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 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 not have access to student education records and are bound to the same levels of confidentiality as that of school staff. The district will not reimburse any expenses related to background checks and/or fingerprinting.

Upon successfully passing the criminal background check, volunteers are required to self-report any activities or charges that, if convicted, would result in exclusion from volunteering with students. Failure to self-report such activity or charges prior to their next volunteering event will permanently disqualify the individual from serving as a volunteer in Kearney School District.

Individuals interested in serving as a volunteer may pre-register online for fingerprinting through the State Highway Patrol's Missouri Automated Criminal History Site (MACHS). The

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registration site is located at www.machs.mo.gov Individuals without access to the internet may contact the fingerprint processing company, 3M/Cogent, directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on their behalf. A four-digit registration code is required in order to complete the online registration process. The four-digit code for those volunteering in the Kearney School District is 0466. The fee for the criminal background check is currently set at \$41.75.

Questions about signing up to be a volunteer in Kearney School District should be directed to Assistant Superintendent for Human Resources Zach McMains at mcmainsz@ksdr1.net.

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