

# School Volunteer Packet



## Mission Statement

“...to ensure learning, growth, and success for all in a safe environment.”

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

**Please return entire completed packet to classroom teacher.**



## **Volunteer Guidelines**

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. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters.
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.

## **Volunteer Guidelines Acknowledgement Form**

Community and parent volunteers are important to the De Soto School District. We value your service and the contribution you make to the district's schools. All volunteers must be familiar with district policies and read the volunteer guidelines. Please sign this acknowledgement and return it to the secretary in the building where you will be volunteering.

I, \_\_\_\_\_, am familiar with district policies and have read the *Volunteer Guidelines*. I agree to follow all standards and guidelines for the De Soto School District. I understand that the district office may submit my information to the Children's Division of Missouri Department of Social Services for a background screening. I understand that my volunteer status can change at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# De Soto School District #73

## Employee Technology Acceptable Use Agreement

### Overview

Access to technology is necessary for the District's educational programs. The Internet offers extensive, diverse, and unique resources to both students and teachers. We believe in the educational value of technology to support curriculum and learning.

The De Soto School District takes exhaustive steps in providing a safe and secure network. Employees will access the Internet through web filters and other monitoring systems. The De Soto School District is in full compliance with the Children's Internet Protection Act (CIPA); however, the Internet also includes material that is not of educational value in the context of a school setting. There is information which may be judged inaccurate, abusive, profane, sexually oriented, hate-based, or illegal. De Soto School District does not condone or permit the use of this material.

### Internet Activities Not Permitted

- Searching for, viewing, or retrieving content that is sexually explicit, profane, violent, abusive, or illegal in any way is prohibited. (If a student accidentally accesses such materials they must inform the teacher and leave the site immediately).
- Employees are prohibited from sending e-mails containing threats, profanity, sexual references, insults, harassment, or obscene language.
- Employees must not share account information, such as usernames and passwords.
- Employees are responsible for ensuring that no malicious damage is done to computers, mice, printers, headphones, etc.
- Employees may not copy, save, or distribute copyrighted material.
- Employees may not participate in any activity that violates District policy, school rules, local, state, or federal law.
- Employees will not use of any wired or wireless network with equipment brought from home unless approved by the Technology Department.
- Employees may not access anonymous proxy or Virtual Private Network (VPN) sites whose purpose is to circumvent the filtering required for compliance with CIPA..
- Employees will promptly disclose to an administrator or director any message received that is inappropriate or makes the employee feel uncomfortable.
- Employees will not register students with 3rd party service providers without approval from District Administration.

**Password Security:** The use of networked technology for a school-wide student information system to maintain attendance, discipline, health, grades, and student scheduling records requires strict security measures. The heart of any security system is password protection.

Staff members are responsible for managing their passwords and shall be responsible for all actions and functions performed by their username. School personnel must comply with all District-established rules regarding passwords. These rules dictate the number of characters in the password, the nature of the characters used in the password, and the frequency of password changes. Any school employee who suspects their password has been compromised must report the situation to the system administrators as soon as possible. Intentionally divulging a password will be considered serious misconduct. The consequences of password security violations will be commensurate with the seriousness of the breach.

**Equipment Rules:** Under no circumstances are employees to alter the hardware configuration of the technology assigned to them. All technology related purchases must be coordinated through the Technology Department. Additionally, employees are not permitted to change network wiring or the configuration of network devices in their offices or classrooms. Tampering with or modifying computers or network devices are grounds for disciplinary action.

**Information Content & Uses of the System:** The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. All employees must comply with the guidelines of the Family Educational Rights and Privacy Act (FERPA).

The system is for the user's professional use only. Commercial and personal uses of the system are strictly prohibited unless prior written consent from the District administration has been granted. The user agrees not to use the facilities and capabilities of the system to conduct any business or any activity, or solicit the performance of any activity which is prohibited by law.

The user specifically understands that the system administrators of the De Soto School District #73 do not have control of the content of information residing on these other systems. Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. De Soto School District #73 does not condone the use of such materials and does not permit usage of such materials in the school environment. Users knowingly bringing such materials into the school environment may be subject to disciplinary action.

**Copyrighted Material:** De Soto School District #73 requires instructional staff to be familiar with copyright law and to act ethically in the use of copyrighted material for instruction. Copyrighted material must not be placed on any system connected to De Soto Public Schools without the author's permission. Users may download copyrighted material for their own use. Permission must be specified in the document, on the System, or must be obtained directly from the author. Illegal (pirated) software will not be allowed on the system under any circumstances.

**Electronic Mail:** All employees have Email accounts. The District expects each employee to check their e-mail frequently as instructed by their supervisor. When important communications are sent via e-mail it is necessary to have confidence that the message will be read in a timely manner. Messages sent and received by employees are retained indefinitely.

Electronic mail should not be considered private. The system administrators will not intentionally inspect the contents of mail sent by an employee to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of De Soto School District #73, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Employees must use their District provided Email accounts to conduct District business or instruction.

Student Name :

Teacher :

SHP-159J 02/15

Missouri State Highway Patrol

REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD

TYPE OF SERVICE (Check ALL that apply) See reverse side for further instructions. <input checked="" type="checkbox"/> (1) CD Central Registry Child Abuse Search Only - No Charge <input type="checkbox"/> (2) Name Search - (\$13.00) and CD Central Registry Child Abuse Search <input type="checkbox"/> (3) Fingerprint Search & CD Central Registry Child Abuse Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)	TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered
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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
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ALIAS NAME(S)	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER / STATE
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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?

YES (Complete section below)  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 Children's Division in this state or any state?

YES (Complete section below)  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
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SIGNATURE OF REQUESTOR (Required in ink)	DATE
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TITLE OF CHILD CARE PROVIDER <i>Desoto School District # 73</i>	TELEPHONE <i>636-586-1000</i>
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STATE AGENCY <i>Department of Education</i>	STATE VENDOR OR CONTACT NO. (If applicable)
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CHECK APPROPRIATE BOX

<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT	<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU	<input checked="" type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH / DMH VENDOR	<input type="checkbox"/> CD CONTRACT PROVIDER
<input type="checkbox"/> CD LICENSURE	<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER _____

COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION)  
 Complete your mailing label below  
 Confidential Mail

AGENCY NAME <i>De Soto #73</i>
ATTENTION <i>Kelly Gensch</i>
ADDRESS <i>1010 Vineland School Rd</i>
CITY, STATE, ZIP CODE <i>De Soto, mo 63020</i>

SEND FEE & FORM TO:  
 Missouri State Highway Patrol  
 Criminal Justice Information Services Division  
 P.O. Box 9500  
 Jefferson city, MO 65102

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 2 or 3. 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.**

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**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. **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.**
2. **Name Search - \$13.00** 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 \$13.00 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.**
3. **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. 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.**

**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.

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SPACE RESERVED FOR MSHP/CD RESPONSE STAMP