

**Francis Howell
School District**



LEARNING TOGETHER

**VOLUNTEER
HANDBOOK**

**VOLUNTEER PROCEDURE APPROVED
BY THE BOARD OF EDUCATION DECEMBER 2009**

(Revised August 2014)

WELCOME VOLUNTEERS

You have taken an important step towards making a significant impact on the excellent educational programs offered in Francis Howell School District. Volunteers provide enrichment opportunities that enhance the educational experience for students while supporting our teachers and staff. Volunteers also help us build a strong foundation for students as they select a career path or post-secondary education.

As you enhance and support the academic programs, it is important to also help students have a positive attitude that will get them through challenging times as they grow and learn. By modeling for students the kinds of expectations they need to succeed, you help them develop into productive citizens of the community. We urge you to become a strong advocate by sharing your positive experience with others and encouraging them to become involved in their child's school.

This handbook will help you make a smooth transition into your volunteer job, giving you an overview of the school volunteer program and the variety of opportunities that you may choose to pursue. My hope is that you will find personal satisfaction in what you do.

In this handbook you will find information regarding how to sign up to be a volunteer, forms you will need to complete, applicable Board of Education policies and regulations, how to access ENEWS, and much more.

You are an important component in the success of our students. We are delighted that you have chosen to take an active role in the education of our students by volunteering and we look forward to seeing you at school!

Thank you,

Dr. Pam Sloan

Superintendent of Schools

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Goals of Volunteering

Volunteering in Francis Howell schools is a unique and exciting experience. It is a benefit to both the school and the volunteer. It is designed to promote and maintain a supportive relationship between students, parents, their schools, and their community. Volunteers who are committed to helping students be successful are important partners in academic achievement.

Goals of Volunteering:

- ◆ Enhance students' learning opportunities
- ◆ Provide help for individual students
- ◆ Increase students' self-esteem and motivation to learn
- ◆ Establish a school and community partnership for quality education
- ◆ Assist teachers and other staff
- ◆ Enrich the curriculum
- ◆ Enhance all aspects of the educational process

Tips for Volunteers

- Encourage and support student success. Build self-confidence by praising them honestly and frequently. Attentiveness and effort can be as important as performance. Accentuate the positive and minimize the negative.
- Names are important. Make sure you say the student's name and the way a student wants it to be said. Learn to spell it correctly. Make sure the student knows your name and can pronounce it correctly.
- Be trustworthy and honest in your approach and attitude. Students will trust and respect you when you are "real."
- Avoid making comparisons between students, between teachers, and between schools.
- Always remember to be fair and consistent.
- Students make mistakes. Let them know that making mistakes is part of learning.
- Show that you are interested in the student as a person by listening carefully to what they say and showing you care by words and action.

Volunteer Responsibilities

Support and supplement the instructional program of the classroom teacher. The volunteer's role is assistance, not replacement.	Respect the privacy of teachers and students by not discussing school matters away from the classroom.
Commit to work in a classroom to support and improve education for all students.	Know and observe all regulations and procedures in the assigned school (i.e. fire drills, accident reporting).
Accept each student and encourage the best from them.	Show a genuine interest in each student.
Be prompt, reliable, flexible, and regular in attendance.	Seek help from the teacher or other state member when you need additional information or instruction.
Discuss problems that arise with the teacher, school administrator, or Building Parent Involvement Leader.	Remember that you are a role model for students, not only in how you interact with others at school, but who you are as a person.

Ethical Responsibilities

- Keep all student information confidential.
- Always do what is in the best interest of each student.
- Wear appropriate attire.
- Share concerns with the school staff only.
- Understand that each student is unique and cannot be compared to another.
- Never be alone with or put a student in an uncomfortable situation.
- Learn from the different teaching methods used by the staff.
- Do not use school equipment for personal purposes.
- Show respect for all staff and students.
- Refrain from sharing personal religious or political beliefs.
- Do not smoke on school grounds.

****Understand that weapons and drugs are not allowed on school grounds.****

Volunteering After Retirement from PSRS/PEERS

Covered Employer

You can volunteer at a PSRS/PEERS covered employer after retirement for an unlimited amount of time with no effect on your benefits if you are **not** a paid employee for the same employer for any duties, and do not receive any type of compensation from the same employer.

But if you perform paid work **and** also volunteer after retirement at the same PSRS/PEERS covered employer, and the volunteering and working are essentially performing the same function, the time spent on so-called volunteer work is not considered volunteering and counts toward the 550-hour limit.

If the volunteering and working duties are **substantially** different, only the paid hours count toward the 550 hour limits.

Example #1:

Mary volunteers 100 hours per semester reading books to kindergartners at Big City Public School District (a PSRS/PEERS covered employer). She is also paid to periodically sub as a teacher or as a paraeducator. She is essentially performing the same function when volunteering as when working as a teacher or paraeducator. Therefore all her hours worked (paid) and volunteered count toward the 550-hour working after retirement limit.

Example #2:

Mary volunteers 100 hours per semester reading books to kindergartners at Big City School District (a PSRS/PEERS covered employer). She is also paid to periodically sub in the school office. Her volunteer hours do not count toward the 550 hour limit because her volunteer duties are substantially different functions than her paid work.

The rules for post-retirement work in the year you retire may be different than for all subsequent years.

If you exceed the 550 hour limit, your retirement benefits are put on hold. Don't risk losing your benefits! Please familiarize yourself with the rules and requirements described in detail in your Retirement Planning Guide and PSRS/PEERS Member Handbook.

You are always welcome to call (800) 392-6848 or email psrspeers@psrspeers.org for more information, or for assistance with your individual situation.

Volunteer Job Descriptions

Volunteers have specific duties assigned to them and work under the supervision of the school staff.

Below is a listing of available volunteer opportunities at most schools in Francis Howell.

Customized school volunteer placements that best utilizes your skills can be discussed with the person responsible for the volunteer program at the school.

All volunteers must complete steps outlined on page 7 of handbook.

Instructional Volunteers

Instructional volunteers provide direct services to five or fewer students on a regular basis.

Tutor

A Tutor may work one-on-one with a student or with small groups of students, who need to reinforce basic skills in an academic subject. Placements are made with students from pre-kindergarten through high school. ***Training to tutor a specific subject and training on working with students will be provided by the District. A schedule of training dates is provided in the back of this handbook.***

Mentor

Mentors typically work with a struggling student. Their major task is to motivate the student to stay focused on school. Through tutoring, setting short-term goals and serving as a role model, volunteers can provide encouragement and friendship to a student needing to build self-esteem. ***Mentor training will be provided by the school district. Schedule of training dates is provided in the back of this handbook.***

Teaching English Language Learners (ELL)

ELL tutors help develop English language learners increase their skills in understanding, speaking, reading, and writing English. Volunteers do not need to speak the students' native languages. Volunteers who speak languages other than English may also work with non-English-speaking adults to explain school information or provide interpretation.

Support Service Volunteers

Support Service volunteers provide assistance to school personnel frequently or on a regular basis.

Classroom Assistant

Volunteers work closely with classroom teachers and staff, assisting in various projects, keeping records, preparing instructional materials and interacting with students. Duties in elementary schools may include telling stories, reading with students and preparing bulletin boards. Duties in middle and high schools may include working on special projects, operating audiovisual equipment, performing clerical duties, making instructional materials, reviewing homework and helping during testing times.

Office/Clerical Assistant

Clerical assistants help staff members at a school and the administration building. Duties may include typing, computer entry, copying, bookkeeping, record keeping, telephone communication as well as other office work.

Library Media Center Assistant

Volunteers in the library media center help fill teachers and student requests for services. They may work at the circulation desk catalogue and shelve books, use a computer, mend books and operate audiovisual equipment.

Chaperone

Volunteer chaperones have the opportunity to enjoy museums, exhibits, musicals, and plays as they accompany students and teachers on field trips. Trips may involve free transportation on a bus and occasionally free admission tickets.

Customized volunteering experiences will be explained in the school where you volunteer.

Volunteer Training & Security Requirement Chart

VOLUNTEER ACTIVITY	DEPT SOCIAL SERV/ MO Highway Patrol	FBI FINGERPRINT If MO resident for less than 5 yrs	DISTRICT POLICY / MANDATORY TRAINING VIA ATOMIC LEARNING (see pg. 10)
CLASSROOM / LIBRARY	X	X	X
SCHOOL OFFICE / BUILDING / CONCESSION OR CANDY SALES DURING SCHOOL HOURS	X	X	X
FIELD TRIP / DANCE / PARTY CHAPERONE <i>This includes band, sports and any other school sponsored event or competition.</i>	X	X	X
TRANSPORTING STUDENTS	X	X	X
ASSISTING INDIVIDUAL STUDENTS	X	X	X
VOLUNTEER OPPORTUNITIES LISTED BELOW WHERE TEACHER AND OTHER PARENTS ARE PRESENT WITH NO INDIVIDUAL STUDENT INTERACTION ALONE WITH VOLUNTEER			
SPECIAL EVENT / CLASSROOM PARTY/ CONCESSIONS AT GAMES	NR	NR	NR
PARENT SPONSORED / NON-SCHOOL EVENT <i>After Graduation Parties sponsored and managed by the parents is a non-school event. Participants would not be considered students after graduation.</i>	NR	NR	NR
GUEST SPEAKER	NR	NR	NR
JUNIOR ACHIEVEMENT / DARE OFFICERS	NR	NR	NR
STUDENT VOLUNTEERS (From FHSD only)	NR	NR	NR
STAFF APPRECIATION EVENTS	NR	NR	NR
FUNDRAISING THAT DOES NOT INVOLVE INDIVIDUAL STUDENT INTERACTION <i>Fundraising that involves a project approach such as wrapping paper sales where students and parents are picking up items.</i>	NR	NR	NR
X indicates Required NR indicates not required			
FBI Fingerprint only if Volunteer has lived in Missouri for less than 5 years.			
<u>District Policy / Mandatory Training</u> will be viewed every four years when the Volunteer Background Check is completed again. Volunteer will be notified when they are up for renewal.			
ALL VOLUNTEERS ARE REQUIRED TO SIGN IN AT THE OFFICE BEFORE BEGINNING THEIR ASSIGNMENT			

School Contact Information

If you wish to volunteer please contact the specific school to determine their procedure for volunteering:

SCHOOL NAME	BUILDING TELEPHONE (636)	PARENT INVOLVEMENT BUILDING LEADER
Francis Howell Central High	851-4600	Marty Davis, Assistant Principal
Francis Howell High	851-4700	Dr. Dave Wedlock, Principal Dr. Angie Kozlowski, Associate Principal
Francis Howell North High	851-4900	Andy Downs, Principal
Francis Howell Union	851-5000	Kandy Worley, Principal
Heritage	851-5300	Dr. Anthony Haan, Principal
Barnwell Middle School	851-4100	Karan Eschweiler, Assistant Principal
Bryan Middle School	851-5800	Angela Dickson, Assistant Principal
Francis Howell Middle School	851-4800	Kirsteen James, Assistant Principal
Hollenbeck Middle School	851-5400	Molly Hamer, Assistant Principal
Saeger Middle School	851-5600	Brian Schick, Principal
Becky David Elementary	851-4200	Maria Digrispino, Assistant Principal
Castlio Elementary	851-4300	Bridgett Niedringhaus, Principal
Central Elementary	851-5700	Stacey King, Principal
Daniel Boone Elementary	851-4400	Megan McLean, Administrative Intern
Fairmount Elementary	851-4500	Dr. Ryan Day, Principal
Harvest Ridge Elementary	851-5100	Brien McCarthy, Principal
Henderson Elementary	851-5200	Jennette Barker, Principal
Independence Elementary	851-5900	Jana Schultz, Assistant Principal
John Weldon Elementary	851-5500	Joe Shaw, Assistant Principal
Warren Elementary	851-6100	Mary Jo Linneman, Assistant Principal
Early Childhood Family Education Center - Central School Road	851-6400	Marcia Birk, Site Leader
Early Childhood Family Education Center - Hackmann Road	851-6200	Susan Lane, Site Leader
Early Childhood Family Education Center - Meadows Parkway	851-6000	Janet Longenecker, Assistant Site Leader
Francis Howell Administration Building	851-4045	Mary Jo Griffin, Director Parent Involvement

How Do I Become a Volunteer?

First time volunteers will need to complete step 1 through 6. If at any time there are changes in your information, you are required to notify your Building Parent Involvement Leader. Your background check and watching the District Volunteer video will need to be completed every four years. You will be notified when your renewal is required.

1. Complete the Volunteer Application Form located on pg. 8.
2. Complete the Request for Child Abuse or Neglect/Criminal Record form on pg. 9. There is no cost to the volunteer.
3. Watch the required district training found under the volunteer section on the district's website. Complete from on pg. 10 certifying you have seen each video.
4. Volunteers who have lived in Missouri **less than 5 years** require a fingerprint identification check. Please register with the Missouri Automated Criminal History Site (MACHS) Fingerprint Portal at www.machs.mo.gov. **Please contact the administration office for additional instructions on payment process as you will need the password. There is no cost to the volunteer.**
5. Return the following documents to your either your school's front office or the administration building:
 - a. Volunteer Application (page 8)
 - b. Request for Child Abuse or Neglect/Criminal Record Form (page 9)
 - c. Francis Howell School District Annual Training Signoff Sheet (page 10)

**Thank you and we hope there are many years
of partnership with Francis Howell.**

Volunteer Application

We invite you to share your time and/or talents as a volunteer in our school.

NAME (Please Print): _____

STUDENT'S NAME/ ID NUMBER	GRADE	SCHOOL	RELATIONSHIP

DAYTIME TELEPHONE: _____

ADDRESS: _____

E-MAIL ADDRESS if applicable: _____

AVAILABILITY: please circle

Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Afternoon	Anytime	Specific times: _____	
Weekly	Biweekly	Monthly	Occasionally	

Please review the various options below and check all that may be of interest to you:

- | | |
|---|---|
| <input type="checkbox"/> Assisting in the classroom
<input type="checkbox"/> Assisting in the computer lab
<input type="checkbox"/> Tutoring
<input type="checkbox"/> Reading to student's
<input type="checkbox"/> Assisting in the library
<input type="checkbox"/> Making photocopies
<input type="checkbox"/> Typing/clerical tasks
<input type="checkbox"/> Collating/hole punching
<input type="checkbox"/> Staff Appreciation Day
<input type="checkbox"/> Specific content area expertise
<input type="checkbox"/> Other (please describe): | <input type="checkbox"/> Assembling bulletin boards
<input type="checkbox"/> Being a guest speaker
<input type="checkbox"/> Mentoring
<input type="checkbox"/> Listening to students read
<input type="checkbox"/> Researching materials
<input type="checkbox"/> Organizing/gathering project materials
<input type="checkbox"/> Laminating
<input type="checkbox"/> Chaperoning on Field Trips
<input type="checkbox"/> Fund raisers
<input type="checkbox"/> Great by 8 |
|---|---|

Missouri State Highway Patrol / Missouri Department of Social Services
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 - (\$11.00) 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
--	------

SIGNATURE OF REQUESTOR (Required in ink) <i>Dea Stephens</i>	DATE 8-29-2014
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TITLE OF CHILD CARE PROVIDER Director of Human Resources	TELEPHONE (636) 851-4000
---	-----------------------------

STATE AGENCY Francis Howell School District	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"/> CD CONTRACT PROVIDER
<input type="checkbox"/> CD LICENSURE	<input type="checkbox"/> HEALTH CARE	<input checked="" type="checkbox"/> OTHER <u>FHSD Volunteer</u>

<p align="center">COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>AGENCY NAME Francis Howell School District</td></tr> <tr><td>ATTENTION Volunteer Admin Contact</td></tr> <tr><td>ADDRESS 4545 Central School Road</td></tr> <tr><td>CITY, STATE, ZIP CODE St. Charles, MO 63304</td></tr> </table>	AGENCY NAME Francis Howell School District	ATTENTION Volunteer Admin Contact	ADDRESS 4545 Central School Road	CITY, STATE, ZIP CODE St. Charles, MO 63304	<p>SEND FEE & FORM TO:</p> <p>Missouri State Highway Patrol Criminal Justice Information Services Division P.O. Box 9500 Jefferson city, MO 65102</p>
AGENCY NAME Francis Howell School District					
ATTENTION Volunteer Admin Contact					
ADDRESS 4545 Central School Road					
CITY, STATE, ZIP CODE St. Charles, MO 63304					

Francis Howell School District Volunteer Training Signoff Sheet

I have received information and viewed the FHSD Training video. I also understand that the FHSD website has updated policies and regulations pertaining to the following areas:

Initial each line after viewing	Policy/Reg
_____ FERPA	2400
_____ ADA	6250
_____ Section 504	6250
_____ Universal Precautions	4280
_____ Severe Allergy Awareness	4280
_____ Code of Conduct	2610
_____ Safe Schools Act	2610/State Law
_____ Mandatory Reporting	2710
_____ Anti-Bullying Policy	2655
_____ Acceptable Use Policy	6320
_____ Copyright	6243
_____ Title IX	4810/2130
_____ Title VI	4810/1310
_____ Title VII	4810/1310

By signing this document I agree to follow all Board policies and procedures.

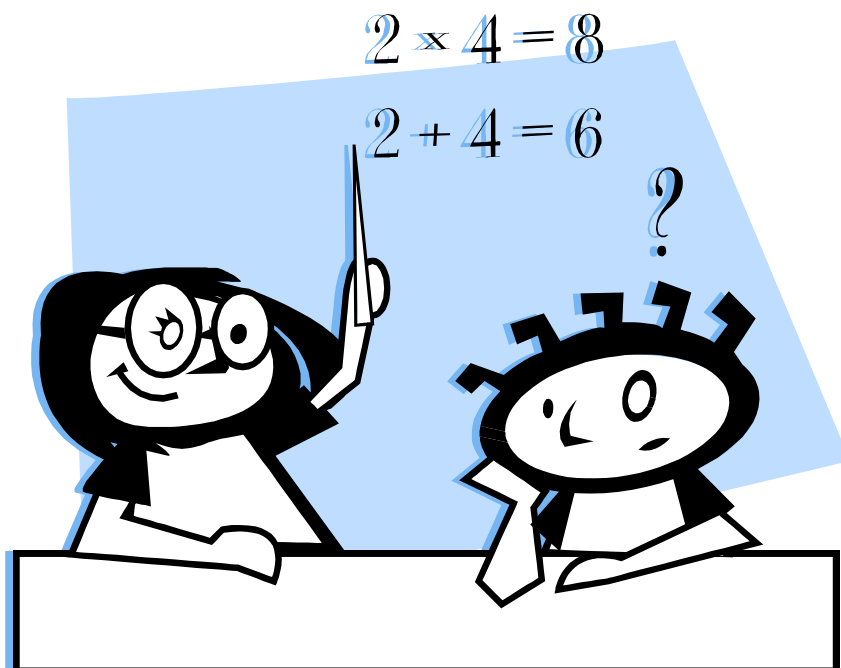
Signature _____ Date _____

Print Name: _____

Building Your Child/ren Attend: _____

**YOUR WILLINGNESS TO VOLUNTEER
MAKES A DIFFERENCE
FOR STUDENTS IN FRANCIS HOWELL!**

THANK YOU!



**IF YOU HAVE ANY QUESTIONS,
Please Contact Your School Office**