



## HSD Heroes/School Volunteer Checklist

**Make a difference. Impact a student. Help Hazelwood School District.**

- \_\_\_\_\_ HSD Heroes School Volunteer Application Form
- \_\_\_\_\_ HSD Heroes School Volunteer Agreement Form
- \_\_\_\_\_ Confidentiality Agreement
- \_\_\_\_\_ HSD Technology Agreement Form
- \_\_\_\_\_ Universal Precautions Form
- \_\_\_\_\_ Copy of social security card (only if cash/money order/check attached)
- \_\_\_\_\_ Criminal Background Check Form
- \_\_\_\_\_ \$13.25 fee for online application:      *(2 week turnaround for approval)*  
Go to [www.health.mo.gov/safety/fcsr](http://www.health.mo.gov/safety/fcsr). The state approval letter will be sent to the parent who needs to send a copy of the letter to the student's school for processing.
- \_\_\_\_\_ \$12 fee for U.S. mail – cash/money order or check should be written to:  
Missouri Department of Health and Senior Services *(approx. 2 month turnaround for approval)*



## Becoming a Hazelwood School District HSD Heroes or School Volunteer

HSD Heroes/school volunteers are an integral part of the success of students and staff by serving in ways such as helping students with reading, assisting teachers, volunteering during school events or working one-on-one as a mentor or to chaperon students on field trips.

It is important for new HSD Heroes/volunteers to be aware of the process of the District's volunteer program.

- *HSD requires all school volunteers to complete a volunteer application and agreement, as well as sign a confidentiality agreement, technology usage agreement and universal precautions statement.*
- *There are two levels of volunteers within HSD.*

### **Level 1**

- *A Level 1 volunteer is allowed regular and frequent contact with students, can work unsupervised or one-on-one with students, or can serve in a supervisory role.*
- *Criminal background checks are required for HSD Heroes/volunteers who want to serve on a Level 1 status. Applicants must complete a Worker Registration form from the State of Missouri, there is a fee charged by the state for the criminal background check.*

### **Level 2**

- *A Level 2 volunteer serves occasionally and does not have supervisory or one-on-one contact with students.*

There are two ways to complete the criminal background check either online, which has a faster response time or via paper which may take three to four months to process.

### **Online**

- *Go to [www.dhss.mo.gov/FCSR](http://www.dhss.mo.gov/FCSR) to complete the Worker Registration form.*
- *The \$13.25 fee must be paid with a credit card.*
- *The application is processed in about two weeks.*
- *A copy of a clearance letter will be mailed from the state of Missouri to your home.*
- *A copy of the letter must be submitted to your child's school with the HSD volunteer forms.*
- *A postcard from HSD notifying you of your volunteer status is mailed to your home.*
- *For questions about the Worker Registration form, call the Missouri Department of Health and Senior Services at 1-866-422-6872.*

### **Paper**

To complete the print form of the criminal background check:

- *Applicant can get a copy of the volunteer form from their child's school or at [www.hazelwoodschools.org](http://www.hazelwoodschools.org).*
- *The \$12 fee must be paid with cash, check or money order.*
- *The application is mailed to the state of Missouri and takes approximately 3-4 months to process.*
- *A copy of a clearance letter from the state is mailed to the District.*
- *A postcard from HSD notifying you of your volunteer status is mailed to your home.*



## HSD Heroes/Volunteer Application

**Make a difference. Impact a student.**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

School you wish to work with: \_\_\_\_\_

or

I am flexible on location

### Serve by role.

Check any specific roles in which you might be interested in serving.

#### Academics

- Teacher/Classroom Support
- Tutoring
- Substitute Teacher Support
- Computer Labs

#### Extra-Curricular Activities

- Coach/Sponsor
- Team
- Team Volunteer  
Sport(s): \_\_\_\_\_
- Club Sponsor  
Club(s): \_\_\_\_\_

#### Mentoring

- Lunch buddy
- OASIS Reading Mentor
- Girl Scout Leader
- Boy Scout Leader

#### Class Activities

- Plan Class Events, Grade: \_\_\_\_\_

#### School/Community Events

- Fall Family Festival (Sept.)
- Town Hall Meetings
- Black History Month Program (Feb.)
- STEM Extravaganza (June)
- Golf Tournament (July)
- Run / Walk PTA (May)
- Back-to-School Fair (Aug.)

#### School Hospitality

- Assisting with Arrival/Dismissal of students
- Open House (Oct.)
- Performance Nights
- Literacy Nights
- Parent/Teacher Conference
- Other School Events



## Hazelwood School District

### HSD Heroes/Volunteer Program Agreement

HSD Heroes/volunteers have been an integral part of the Hazelwood School District for more than 50 years. The basic tenet of HSD Heroes/school volunteer program is to open the doors of District schools to parent and community involvement in helping our students to succeed academically..

HSD Heroes/volunteers is any parent or person in the community who provides uncompensated service to the Hazelwood School District. HSD Heroes/volunteers may assist teacher with tutoring students, chaperoning a field trip or school-sponsored activity, or assisting staff members within the school building. HSD Heroes/volunteers do 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 HSD Heroes/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 HSD Heroes/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. HSD Heroes/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. HSD Heroes/volunteers will follow all policies, procedures, and other rules established in the district and all applicable laws.
3. HSD Heroes/volunteers must sign in and out of the office when entering or leaving the school, and wear the appropriate identification badge.
4. HSD Heroes/volunteers must follow the appropriate dress code applicable to staff.
5. HSD Heroes/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. HSD Heroes/volunteers will not transport students.
7. HSD Heroes/volunteers will not have access to student education records. All HSD Heroes/volunteers will sign a confidentiality agreement.
8. HSD Heroes/volunteers will not photograph or videotape students unless authorized by the building principal or designee.
9. HSD Heroes/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. HSD Heroes/volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
11. HSD Heroes/volunteers will use universal precautions to avoid contact with body fluids.
12. HSD Heroes/volunteers will receive district policies and procedures on technology/computer use and will sign an authorized user form prior to having access to the district's computers.
13. HSD Heroes/volunteers will use only adult designated restrooms.
14. HSD Heroes/volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
15. HSD Heroes/volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
16. HSD Heroes/volunteers will not search students or student property.
17. HSD Heroes/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. HSD Heroes/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 HSD Heroes/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: \_\_\_\_\_



## HSD Heroes/School Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the Hazelwood School District, I may become aware of confidential information about specific students or staff. This information may include such information as students' academic performance, behavior, disabilities and related matters. I understand and agree that I will NOT disclose such confidential information except to school employees who have a need to know.

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HSD Heroes/Volunteer's Signature

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Please Print First and Last Name

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Date Signed



**Hazelwood School District Technology  
Use Agreement  
HSD Heroes/Volunteers**

**PLEASE READ CAREFULLY**

The mission of the Hazelwood School District Network (HSDNet) is to support excellence in education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. In some cases, a volunteer may be granted access to school district computers and the HSDNet and Internet.

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry to restricted information on systems or network files in violation of password/account code restrictions; violation of other users' right to privacy; using another person's name to send or receive messages on the network; sending or receiving personal messages; accessing inappropriate Internet sites; and use of the network for personal gain, commercial purposes, or to engage in political activity.

I understand the above information and will abide by Hazelwood School District technology use guidelines.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Child Abuse and Neglect Mandated Reporter Reporting Procedures

***The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official and employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, is required as a mandatory reporter to report any suspected child abuse or neglect directly to the Children's Division immediately.***

1. Call **1-800-392-3738** to make the hotline report. Be sure that you have the child's name, child's date of birth, address, race, sex, parent's name, parent's contact information and alleged perpetrator's name and contact information (if available). Be specific when speaking to the Operator about the information that you have regarding the abuse or neglect. The case is being built based on the detailed facts that you provide. It may be more beneficial to complete the Child Abuse and Neglect Hotline Report form first so that you can be sure that you have all of the necessary information handy. *Effective August 28, 2013, the person who witnesses or has first-hand information regarding a suspected case of abuse or neglect, must immediately make the call. You cannot divert the task to another mandated reporter. The law also protects employees who make hotline calls from retribution.*
2. Notify the school principal /site coordinator/designee whenever child abuse or neglect is suspected. Notifying the principal does not relieve you of your duty to make the call. In addition, internal investigations cannot occur prior to making a hotline call.

Types of child abuse referrals are physical abuse, medical neglect, sexual abuse, emotional maltreatment and unfit living conditions, lack of supervision or educational neglect.

**Abuse** is defined as: "...Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse."

**Neglect** is defined as; "...Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being."

3. Complete the Child Abuse and Neglect Hotline Report form. On the form, please include the Hotline Operator's ID number in case you obtain additional information that same day and need to add to the original report. Any information obtained after the initial report can be shared with the worker assigned to the case/assessment.
4. After you make the report, email Julia Burke, Assistant Superintendent of Student Services, as soon as possible advising her of the report. Student's name and reason for report is all that is needed in email.
5. Send a copy of the written report to Audrey Cherry-Bates, School Liaison. The copy of the report will be kept on file at the Administration Building.



# Universal Precautions

As a HSD Hero volunteer of the Hazelwood School District, you are required to know, understand, and practice **Universal Precautions** whenever you may encounter those substances that pose an infectious health hazard.

Please read the following information and sign below. Should you have any questions about Universal Precautions, please see the school nurse. If you have any hesitancy about the proper use of Universal Precautions, please ask before you act. **If your action is time critical ALWAYS PUT A BARRIER BETWEEN YOU AND ANY BODY FLUID.**

Universal Precautions is an approach to infection control. The concept of Universal Precautions is **that at all times and in every instance, human blood and all body fluids are treated as if known to contain disease-containing germs (pathogens).**

Human immunodeficiency virus (HIV) and Hepatitis B can be found in blood, semen, vaginal secretions and breast milk. Hepatitis B (not HIV) is also found in high enough concentrations in saliva to transmit infection from one person to another. Saliva, urine, vomit, nasal secretions, sputum and feces often contain germs (pathogens) that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious. **All students, staff and HSD Heroes/volunteers shall routinely observe the following Universal Precautions to prevent the spread of infectious disease.**

1. Wear disposable waterproof gloves whenever you expect to come into direct contact with blood, other body fluids containing blood, or contaminated items and surfaces. This applies to incidents including, but not limited to caring for nosebleeds, or cuts, cleaning up spills, or handling clothing soiled by blood or body fluids containing blood. **DO NOT REUSE GLOVES.** After each use, remove gloves without touching them on the outside and dispose of them in a lined waste container. After removing gloves, wash hands thoroughly with soap and warm running water.
2. Proper hand-washing technique is as follows: Wash your hands and any other contacted skin surfaces thoroughly for 15-30 seconds. (30 seconds is the approximate time that it takes to sing the children's song, *Row, Row, Row Your Boat*. Always wash between each finger. Always use dispensable soap. Rinse thoroughly with warm running water, and dry completely with a disposable paper towel.
3. Proper hand-washing technique is always used:
  - a. Immediately after any contact with blood, body fluid, or drainage from wounds or with soiled garments, objects, or surfaces.
  - b. Immediately after removing gloves or other protective equipment or clothing
  - c. Before assisting others with eating and drinking as well as eating or drinking yourself
  - d. Before handling food, cleaning utensils, or kitchen equipment
  - e. Before and after diapering and assisting with toileting as well as toileting yourself
 When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.
4. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of household bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other reusable items in disinfectant and dry thoroughly
5. Properly dispose of contaminated materials and label them as biohazardous.
  - a. Place blood, body fluids, gloves, bloody dressings and other materials soaked with blood into appropriately labeled plastic bags or lined waste containers
  - b. Place needles, syringes, and other sharp disposable objects into leak-proof, puncture-proof containers
  - c. Bag soiled towels and laundry. Presoak with disinfectant and launder with soap and water.
  - d. Dispose of urine, vomit or feces in the sewer system
6. **Do Not Care for others' injuries if you have any bleeding or oozing wounds or skin conditions yourself**
7. Use a mouthpiece, resuscitation bag, or other ventilation device when readily available when necessary to provide mouth to mouth resuscitation
8. **Immediately report any incident of accidental exposure to blood or first aid incident that involved direct contact with blood in accordance with District policies.**

I \_\_\_\_\_ have read and understand the concept and practice of

Please print

The Universal Precautions Policy of the Hazelwood School District.