

## Please remember...

Volunteering in the Raytown School District is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. It shall be the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers may select and organize chaperones, unless otherwise directed by the principal.

All volunteers will receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer's services and notify the Volunteer Coordinator immediately.

Volunteers will provide support services but are not substitutes for the professional staff. Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor to monitor activities with students.

**Thank you for volunteering your time  
impacting student success with  
Raytown Quality Schools!**



**Ray-Friends volunteers commit at least 30 minutes a week to one of the following volunteer opportunities.**

**Raytown Readers**-Volunteer will work on reading skills with one or two elementary school children using materials provided by the teacher.

**Terrific Tutors**-Volunteer will work with an individual student or a small group of students in a subject area selected by the teacher and volunteer.

**Homework Helpers**-Volunteer will assist a students in grades 3-12 with organization and completion of assignments.

**Story Tellers**-Volunteer will read a book or present a story to a class. Materials area selected by teacher and volunteer for grades K-3rd only.

**Mentor**-Volunteer will provide friendship, support and a listening ear for a student in grades 4-12.



**Raytown Quality Schools**

**Volunteering in the  
Raytown School District**



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# RQS Volunteers

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in our district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses the Volunteers In Partnership with Schools and Ray-Friends program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

## Screened Volunteer Procedures

(Screened volunteers commit to assisting the school on a regular basis)

- ◆ Highway Patrol background check is required and is paid for by the District. It may take up to 2 weeks for processing. The background check requires the following information: name, date of birth, Social Security number, and a valid ID, such as a drivers' license.\*
- ◆ Apply online at [www.raytownschools.org](http://www.raytownschools.org) (About Us/Employment/Openings/Volunteer)
- ◆ Bring signed DSS form (available in application process) to the Raytown Quality Schools Administrative Office (6608 Raytown Road Raytown, MO, 64133) Monday through Friday between 8:00 a.m.-4:30 p.m. A copy of your driver's license will be taken at this time.



## Board Policy Rules for Volunteers

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 at any time.
4. Volunteers will keep all information obtained from a student's education record confidential.
5. Volunteers will not photograph or videotape students at any time.
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 safety 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 will document the hours volunteered.
14. Volunteers must report suspected cases of abuse or neglect immediately to the building principal.
15. Volunteers will follow all the policies, procedures, applicable laws and other rules established by the district.

### IMPORTANT:

\*All information collected will be considered confidential to the extent allowed by law and will be used for the protection students.