



Dr. Charles J. Pearson, Superintendent of Schools • 3855 Lucas & Hunt Rd. • St. Louis, MO 63121 • www.normandyisc.org

NSC Volunteer Application

Make a difference. Impact a student.

Name: _____

Address: _____

Phone: _____ Email: _____

School you wish to work with: _____

OR

I am flexible on location.

Volunteer role:

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

Academics

Teacher/Classroom Support

Tutoring

During School ___ After School ___

School Hospitality

School/ Community Events

Crossing Guards

Arrival/Dismissal of Students

Classroom/ School Activities

Plan Events, Grade: _____

Mentoring

Program Type _____

Cafeteria Aide

Bus Aide

Open House



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Normandy Schools Collaborative NSC Volunteer Program Agreement

NSC volunteers have been an integral part of the Normandy Schools Collaborative. The basic tenet of the NSC school volunteer program is to open the doors of district schools to family and community engagement in helping our students to succeed academically.

NSC volunteers are any parent or person in the community who provides uncompensated service to the Normandy Schools Collaborative. NSC volunteers may assist teachers with tutoring students, chaperoning a field trip or school sponsored activity, or assisting staff members within the school building. NSC 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 Normandy Schools Collaborative 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 NSC 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 NSC 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. NSC 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.** NSC volunteers will follow all policies, procedures, and other rules established in the district and all applicable laws.
- 3.** NSC volunteers must sign in and out of the office when entering or leaving the school, and wear the appropriate identification badge.

4. NSC volunteers must follow the appropriate dress code applicable to staff.
5. NSC 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. NSC volunteers will not transport students.
7. NSC volunteers will not have access to student education records. All NSC volunteers will sign a confidentiality agreement.
8. NSC volunteers will not photograph or videotape students unless authorized by the building principal or designee.
9. NSC 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. NSC volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
11. NSC volunteers will use precautions to avoid contact with body fluids.
12. NSC 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. NSC volunteers will use only adult designated restrooms.
14. NSC volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
15. NSC volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
16. NSC volunteers will not search students or student property.
17. NSC 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. NSC 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 NSC volunteers.

I _____, have read and agree to abide by the above rules. Further, I authorize the Normandy Schools Collaborative 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: _____



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NSC School Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the Normandy Schools Collaborative, 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 manners. I understand and agree that I will **NOT** disclose such confidential information except to school employees who have a need to know.

NSC Volunteer's Signature

Please Print First and Last Name

Date Signed



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VOLUNTEER TECHNOLOGY USAGE AGREEMENT

I have read the Normandy Schools Collaborative Technology Usage Agreement and agree to abide by the provisions outlined in these documents. I understand that violation of these provisions may result in disciplinary actions taken against me, including but not limited to suspension or revocation of my access to district technology, and termination.

I understand that my technology usage is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I agree to keep private all district user identifications and passwords assigned to me. I consent to district interception of or access all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages I incur due to my use of the district's technology resources.

Sanctions:

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

-
- Suspension of District Network privileges
 - Revocation of Network privileges
 - Suspension of Internet access
 - Revocation of Internet access
 - Suspension of computer access
 - Volunteer disciplinary action up to an including dismissal
 - Referral to law enforcement agency
-

Date: _____

Volunteer Name (Printed) _____

Volunteer Signature _____

Home Address _____

Home Phone Number: _____

[HR use only:

Entry Date: _____ **By:** _____ **Employee File No.** _____ **Location:** _____



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NORMANDY SCHOOLS COLLABORATIVE
DRUG-FREE WORKPLACE/VOLUNTEER AGREEMENT

POLICY STATEMENT

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Normandy Schools Collaborative in the workplace. The district may engage in a testing program to detect the presence of substance abuse.

Any volunteer violating the above prohibition and who shall refuse to participate in the testing program or in the district's Employee Assistance Program (E. A. P.) shall be subject to termination.

VOLUNTEER AGREEMENT

As an employee working under a government contract, I agree to abide by the district's drug-free workplace policy and notify the district through my supervisor within five days of a "drug-free workplace" violation.

VOLUNTEER SIGNATURE

DATE