



Volunteer Handbook

Wentzville R-IV School District

One Campus Drive

Wentzville, MO 63385



School Volunteers

The Wentzville School District Board of Education believes that the use of volunteers within the school program, whether during or after regular school hours, enhances the educational process not only for students, but also for the total community. The use of volunteers provides additional support personnel in the classroom, promotes community-school cooperation in facilitating the learning process, increases community support, and provides for individuals who have expertise in various areas to be used as resource persons and on advisory committees.

Selection and recruitment of volunteers are completed at the local school level. Interested individuals should contact the local building principal or designees. The volunteer's interests and abilities are considered when making assignments. Once the selection process has been concluded, orientation and training are provided at the site where the volunteer is working. Orientation and training will include instruction on the confidentiality provisions of the Family Educational Rights Privacy Act and all volunteers who have access to personally identifiable information regarding students will be required to sign a form indicating their willingness to comply with the provisions of that law prior to being permitted to volunteer.

The use of volunteers is encouraged and promoted through the central administrative office and the local school. Volunteers shall be screened at the local school level and must be acceptable to the administrator. The assignment of volunteers shall be done by the principal or designees and must be acceptable to the teacher. The continuation of the services shall be at the principal's discretion.

Volunteers will be notified of the date, time and activity for which their assistance is needed by the classroom teacher.

Volunteers are bound by the same code of ethics and all applicable laws as the professional staff. Volunteers will not be discriminated against in relation to age, race, color, creed, religion, national origin, sex or marital status. The Wentzville School District is prohibited from discriminatory practices by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 and various other state laws and regulations.

The Wentzville School District values parents, guardians, and community members who take the time and effort to volunteer in our schools. Volunteers are an important resource that helps our teachers, administrators, and support staff better serve our students. The District also strives to insure that the volunteers in our schools are screened to help maintain the safety of our students and staff.

Volunteers are defined as any individual that will be assisting staff and/or students in the school setting. Examples include assisting with the set-up for a classroom party, helping make copies in the office, or assisting with a class field trip.

Visitors are also welcome, and are defined as any individual who will be in an assembly area such as an auditorium or gymnasium for the purpose of a play, recital, talent show, etc. Visitors are also allowed in the cafeteria to eat lunch with their child or in a classroom to visit a class party. All visitors are required to report to the principal's office when entering the building so that the office staff will be aware of their presence. In accordance with Missouri State law, persons listed on the sex offender registry may not be present in any school building, on district property, in any district vehicle utilized to transport students, or be present at school activities at any time.

Contained in this Handbook you will find the forms that are required of all volunteers. Please complete the appropriate forms and return them to the school where you wish to volunteer. Copies of the completed forms will also be on file in the District's Community Relations Office, and background checks are good for one school year.

- All volunteers are required to submit to a background check that includes child abuse and neglect screenings (Forms A and B), as well as a check of the national sex offender registry. These services are offered free of charge, but do take some time, so please allow at least one week for the school personnel to process the request.
- All volunteers must undergo a background check annually (for each new school year) to continue volunteering in our schools.
- Any volunteer/mentor who will be travelling with a student group for an overnight trip must submit to an FBI/Highway Patrol Background check (fingerprint), at a cost of \$52.20. When completing the form, please circle (U) for Employee Status.

If you have any questions about policy, practices, or procedures, please contact the local school office or the Community Relations Department at (636) 327-3800 ext. 20352. Thanks for volunteering!



Volunteer Registration

Wentzville R-IV School District

FORM A

Volunteers are required to provide the local building principal or designees with a completed Volunteer Registration form.

Print Name	First	Middle	Last
_____		_____	
Home Address	City	State	ZIP
_____		_____	
Home Phone	Other Phone		
_____		_____	
Email Address	School Where Volunteering		

Students Name(s)

Teacher

Volunteer Signature

Date

OFFICE USE ONLY	
DSS Child Abuse Screening	<input type="checkbox"/>
Sex Offender Registry Check	<input type="checkbox"/>
FBI/Highway Patrol Fingerprint Check	<input type="checkbox"/>
Volunteer Level _____	
Initial _____ Date _____	

VOLUNTEER DISCLAIMER: The Wentzville R-IV School District welcomes and encourages volunteerism in the public schools. Often when volunteers give their time, they may be exposed to information of a delicate, sensitive nature. It is imperative that such information remain confidential, as a breach of such confidentiality may place the school district and the individual causing the breach in a position of liability. Furthermore, such a breach of confidentiality may result in a lawsuit against the district and the individual. Any breach of confidentiality or other conduct which may potentially harm, embarrass, or otherwise violate the trust relationship established in the volunteer program, may result in the termination of the volunteer arrangements entered into between the district and the individual.

COMPLETED COPIES OF ALL VOLUNTEER FORMS MUST BE ON FILE IN THE SCHOOL OFFICE AND THE COMMUNITY RELATIONS OFFICE.

FORM B

SHP-159H 02/10
 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 - \$10.00 (Criminal record, child abuse, or neglect, central registry search) <input type="checkbox"/> (3) Fingerprint Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)	
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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
ALIAS NAME(S)	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER / STATE		

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 _____



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 <div style="background-color: #cccccc; padding: 10px; border: 1px solid black;"> WSD SCHOOL BUILDING: </div>	<p>VOLUNTEERS:</p> <p>PLEASE RETURN BOTH</p> <p>FORM A AND FORM B</p> <p>TO YOUR</p> <p>SCHOOL OFFICE</p>
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****REQUIRED FIELDS**



Missouri Department of Elementary and Secondary Education
Educator Certification/Conduct and Investigations
P.O. Box 480
Jefferson City, MO 65102-0480
Phone: (573) 522-8315 / FAX: (573) 522-8314

FBI/Highway Patrol Background Check Procedures

Missouri Applicant Processing Services (MOAPS)

Please complete the information below and have available when scheduling the appointment to get your fingerprints taken. This information may be completed by the applicant or requesting school district.

OCA (County-District Code)** _____

School Name _____

School Address _____

DESE ORI Number **MO920320Z**

**This six digit number will ensure that DESE returns the results to the correct district, college or employer. If you are not currently employed with a school district, use 999999 for the county-district code. All of the above information is necessary to schedule an appointment with MOAPS.

Employee Status (Identifier):

(E) Educator / (U) Non-Certificated Employee (Secretary, Janitor, Etc.) / (S) Substitute Teacher / (B) Bus Driver

Schedule an appointment for applicants who reside in Missouri: You may telephone toll-free **1-866-522-7067** or use the web application at <http://www.l1enrollment.com/>. Have the information requested above ready. The fee for this process is \$52.20 (\$39.25 for the fingerprints and \$12.95 for processing through L-1 Enrollment Services Division).

If you have fingerprint cards and live outside Missouri, and wish to have your prints "captured" in ink by the local police department, you should make your \$52.20 money order payable to "**L-1 Enrollment Services**" and mail it along with the fingerprint cards to L-1 Enrollment Services Division. If you have questions on how to get your ink fingerprint cards to L-1 Enrollment Services for processing from out of state, you may telephone toll-free **1-866-522-7067**.

The cards should be directly mailed from the police department to:

**L-1 ENROLLMENT SERVICES DIVISION
ATTN: CARD SCAN
1650 WABASH AVE STE D
SPRINGFIELD IL 62704-5370**

The electronic MOAPS fingerprint cards will be given priority. Turnaround time for electronic fingerprint results is anticipated to be 1-2 weeks from the date the fingerprints are captured. Ink fingerprints are not as accurate as those captured electronically, and should only be used for out of state applicants!

Department of Elementary and Secondary Education/Conduct & Investigations 573-522-8761 or 573-522-8315