



**Volunteer Guidelines**  
**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.

In this Handbook you will find the forms that are required of all volunteers. Please complete the appropriate forms and return them to your child's school. If you have children in multiple schools, you only need to submit the forms to one building. Results of the background check will be accessible District-wide, and are good for the one school year in which they are completed.

- 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 \$ 39.05. When registering, please use the code 1774 and be sure to indicate that you are a volunteer as the cost is more for non-volunteers. Your completed fingerprint check is good for five (5) years.

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. 20357. 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                |

|                                      |                          |
|--------------------------------------|--------------------------|
| <b>OFFICE USE ONLY</b>               |                          |
| 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.

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Missouri State Highway Patrol

REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD

TYPE OF SERVICE (Check ALL that apply) See reverse side for further instructions.

- (1) CD Central Registry Child Abuse Search Only - No Charge
- (2) Name Search - (\$13.00) and CD Central Registry Child Abuse Search
- (3) Fingerprint Search & CD Central Registry Child Abuse Search
  - \$14.00 (Authorized Statute 210.487)
  - \$20.00 (All other request)

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  |
| SIGNATURE OF REQUESTOR (Required in ink) | DATE  |
| TITLE OF CHILD CARE PROVIDER             | TELEPHONE                                   |
| STATE AGENCY                             | STATE VENDOR OR CONTACT NO. (If applicable) |

CHECK APPROPRIATE BOX

- CHILD CARE RELATED EMPLOYMENT
- CHILD CARE RELATED VOLUNTEER
- CD LICENSURE
- DOH / CCB CHILD CARE BUREAU
- DMH / DMH VENDOR
- HEALTH CARE
- SCHOOLS / PUBLIC AND PRIVATE
- CD CONTRACT PROVIDER
- OTHER \_\_\_\_\_

COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION)

Complete your mailing label below  
Confidential Mail

Wentzville School District Name and Phone Number

|                       |
|-----------------------|
| AGENCY NAME           |
| ATTENTION             |
| ADDRESS               |
| CITY, STATE, ZIP CODE |

Please return this form to the building office for processing.

# FBI/Highway Patrol Background Check (Fingerprint) Procedures (effective 7/1/12)

Any volunteer/mentor who will be travelling with a student group for an overnight trip must submit to an FBI/Missouri Highway Patrol Background check (fingerprint), at a cost of \$39.05.

Your completed fingerprint check is good for five (5) years.

When registering, please use the **code 1774** and be sure to indicate that you are a **volunteer** as the cost is more for non-volunteers.

Also during the online registration process, you will be asked if you want a notarized letter with the results. This is NOT necessary and costs an additional \$2.00 if you respond yes.

Results are sent directly to the WSD Central Office and you will be notified when they are received.



## STEP 1 REGISTER

To be fingerprinted, you must first register with the **Missouri Automated Criminal History Site** (MACHS) at [www.machs.mo.gov](http://www.machs.mo.gov). Click the icon to access the MACHS Fingerprint Portal.

Individuals without access to the internet may contact 3m/Cogent at **1-877-862-2425** to have a Fingerprint Services Representative conduct this registration on their behalf.

## STEP 2 REASON FOR REQUEST

Select the option "I have a 4 digit Registration Number that was provided by my employer or licensing agency."

Click on "Begin" to be forwarded to the registration form.

## STEP 3 REGISTRATION FORM

At the top of the registration page, enter **1774** as the registration number in the space provided. Clicking "Populate" will automatically return a message displaying Wentzville R-IV School District.

Once you have verified the district information, you may begin entering your personal information. When finished, click "Register".

At the top of the verification page, an 8 digit Transaction Control Number (TCN) will be highlighted. This number will be used to track your fingerprints through the process.

Once payment arrangements have been completed, you can visit a Cogent fingerprint services site. They do not take appointments, so you simply need to go during their hours of operation (which vary by location). Click on "Fingerprint Sites" for more information about locations and hours.

## STEP 4 RECEIPT

You will be provided a receipt for payment that provides your unique transaction control number (TCN). **PRINT THIS PAGE TO BRING WITH YOU AND KEEP FOR YOUR RECORDS.**

## Fingerprint Rejections

3m/Cogent and the Missouri State Highway Patrol will make every effort to ensure that your fingerprints are processed and returned to the District in a timely manner. Unfortunately, there are times where individual fingerprint submissions do not have adequate detail to be processed successfully. If your fingerprint submission is rejected for any reason, 3M/Cogent will contact you directly to schedule a new appointment.

Fingerprint background checks conducted through MACHS are usually completed and returned to the Wentzville School District within seven to ten business days from the date that the applicant is fingerprinted.

Questions about the fingerprinting process may be directed to:

3m/Cogent: 1-877-862-2425 or

the Missouri State Highway Patrol: 573-526-6312

## 3m/Cogent Fee Schedule

|                    |                |
|--------------------|----------------|
| Fingerprinting Fee | \$8.30         |
| State Fee          | \$20.00        |
| FBI Fee            | \$10.75        |
| <b>Total</b>       | <b>\$39.05</b> |

**Missouri State Highway Patrol**  
Criminal Justice Information Services Division  
Missouri Automated Criminal History Site

Home About MACHS Contact Us FAQ Related Links

**Getting Started**  
Please select the Option below that best applies to your reason for visiting this site. If none of these options applies to you or you have further questions please call us at: 1-573-526-6312

I have a 4 digit Registration Number that was provided by my employer or licensing agency.  
-- Results will be returned to employer/agency electronically --  
You will be forwarded to a form to fill out once you click "Begin" below.

I am an individual needing a fingerprint based search to be returned to myself  
-- Or --  
My employer or licensing agency did not provide me with a 4 digit Registration Number.  
-- Please note: If you are unsure if you need a 4 digit Registration Number please contact your employer or licensing agency. Failure to select the correct option may result in additional fees being assessed if a correction is later needed. --

I previously scheduled an appointment through MACHS to be fingerprinted and need to re-schedule my appointment.

Begin Clear

W3C XHTML 1.0 W3C CSS