



MAKE GREAT THINGS HAPPEN...

School Volunteers – A Valued Part of the Education Equation -

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 for 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.

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 ensure that the volunteers in our schools are screened to help maintain the safety of our students and staff.

In this Handbook, you will find the information 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 (1) school year in which they are completed.

What Is A Volunteer?

Volunteers in the Wentzville School District come from many different areas in our community, whether a parent or grandparent helping in the classroom, to coaches, mentors and community professionals that share their expertise with special projects and team/activities or other student-oriented groups that support our curriculum and student learning goals. It is the partnership between community and district staff that works to enrich and support the learning and developmental experiences of each student.

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 offices, 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 their principal's office when entering the building so that the office staff will be aware of their presence.

Who May Volunteer?

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 interest 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 (FERPA) and all volunteers who have access to personally identifiable information regarding student 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 discretion of the administrator.

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 the Title VI and Title VII of the Civil Rights Act of 1972, Section 504, and various other state laws and regulations.

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.

Volunteers are bound by the same code of ethics and all applicable laws as the professional staff.

You may view all of our Board of Education policies regarding volunteers on our website:

www.wentzville.k12.mo.us

View our policy documents on the Board of Education tab found under "About Our District".

I Want To Volunteer! How Do I Get Approved?

Contact the school or organization sponsor that you are interested in working with. Ask about positions and needs that are available. Discuss any specific talents or experiences that you may have that could be of benefit to the students and/or staff members. You do not have to have a student in our district in order to volunteer.

A background check is required annually (for each new school year) for anyone who wishes to continue volunteering in our schools.

All volunteers are required to submit a background check that includes child abuse and neglect screening (Forms A & B) as well as a check of the national sex offender registry. These services are offered free of charge, but do take some time. Please allow at least one week for the school personnel to process the request.

Volunteers will be notified of the date, time and activity for which their assistance is needed by the classroom teacher, or other staff members as appropriate.

Any volunteer/mentor who will be traveling with a student group for an overnight trip must submit to an FBI/Highway Patrol Background check which includes fingerprinting. The cost is \$39.05 to be paid by the applicant. Please contact the Community Relations Department at 636-327-3800, ext. 20357 for information and instructions.

Remember, you only need to fill out one (1) application form per year no matter how many areas you may volunteer in. Your approved volunteer status is accessible district-wide.

Where To Obtain The Forms?

All of the forms that you will need are part of this handbook. They are also available from your student's school office, or on our website at:

www.wentzville.k12.mo.us

Go to: Departments/Community Relations/Volunteer Information

You may fill out the forms A & B online but they must be printed and signed before submitting.

If you have any questions about policy, practices, or procedures, please contact the local school office, the District Volunteer Coordinator, or the Community Relations Department.

District Volunteer Coordinator

636-327-3941, extension 24324

Jenny Abernathy

jennyabernathy@wsdr4.org

Community Relations Department

636-327-3800 extension 20352, or 20357

Mary LaPak, *Chief Communications Officer*

marylapak@wsdr4.org

Kathy DeLaquil, *Community Relations Assistant*

kathleendelaquil@wsdr4.org

Thank you for your interest in volunteering in our schools!



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

Sex Offender Registry Check

FBI/Highway Patrol Fingerprint
Check

Volunteer Level _____

Initial _____ Date _____

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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.

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. <input checked="" type="checkbox"/> (1) CD Central Registry Child Abuse Search Only - No Charge <input type="checkbox"/> (2) Name Search - (\$13.00) and CD Central Registry Child Abuse Search <input type="checkbox"/> (3) Fingerprint Search & CD Central Registry Child Abuse Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$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?															
<input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> 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?															
<input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> 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															
<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 Wentzville School District Name and Phone Number															
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