

Wentzville School District Volunteer Guidelines



Learning Today, Leading Tomorrow

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, 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 help 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 and forms that are required of all volunteers.

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 individuals who will be in the school to:

- Work with students individually or in small groups under the supervision of the teacher or staff member
- Work inside the school, assisting staff with projects (PTA/PTO Officers, etc.)
- Work/organize field day activities
- Be a room parent, organize class parties
- Attend field trips - work with students individually or in small groups under the supervision of the teacher or staff member

Visitors are also welcome, and are defined as any individual who will be in the school to:

- Eat lunch with your child

- Attend a class party
- Attend assemblies
- Be a guest speaker

All visitors are required to check in to our buildings using Raptor, the new visitor management system designed to assist with building security. You will need to use your valid personal ID (driver's license) to enter the building.

Who May Volunteer?

Selection and recruitment of volunteers are completed at the local school level. Interested individuals should contact the building principal or designee. The volunteer's interest and abilities are considered when making assignments.

The use of volunteers is encouraged and promoted through the WSD Administrative Center and the schools. Volunteers shall be screened through the Missouri Family Care Safety Registry and must be acceptable to the administrator. The assignment of volunteers shall be done by the principal or designee and must be acceptable to the teacher. The continuation of the services shall be at the discretion of the administrator. Your approved volunteer status is accessible district-wide; *you only need to turn in your forms to one WSD school.*

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](#) on the Board of Education tab found under "About Our District" and select "Policies and Regulations" from the drop-down menu.

I Want To Volunteer! How Do I Get Approved?

Level 1 Volunteer

Volunteers will need to complete a new registration process as the former process is no longer available to us through the state of Missouri. This process is called the Missouri Family Care Safety Registry (FCSR). It provides a more extensive background check than our Raptor system, and is needed for volunteers who spend more individual time with students than our visitors.

Missouri's Family Care Safety Registry (FCSR) was established by law to promote family and community safety. The registry helps to protect children, seniors, and people with disabilities. Due to changes at the state level, the FCSR is now being used in place of the Child Abuse and Neglect form to access background information on potential volunteers for the Wentzville School District.

- The Family Care Safety Registry requires volunteers to complete an online registration process that involves a one-time, lifetime fee of \$15.25
- The registration and fee will be the responsibility of the volunteer
- The online registration process can be found at [FCSR-BSEES - MO.gov](#). (NOTE: This registration process CANNOT be completed on a mobile browser/device.) Details on how to register can be found on the [WSD Volunteer Registration Forms](#)
- New WSD Volunteer Registration forms will be required each school year to run a current background screening if you would like to participate in volunteer opportunities

Once the online portion is complete, paper WSD Volunteer Registration [Form A and Form B](#) must be completed and submitted to your student's school. Please note, the wait time for the FCSR registration to be processed and for the District to be notified can be up to two weeks. We recommend completing this process as early as possible. **Your approved volunteer status is accessible district-wide; you only need to turn in your forms to one WSD school.**

Level 2 Volunteer

Any volunteer/mentor who will be traveling with a student group for an overnight trip or working closely one-on-one with students (such as volunteer coaches or advisors) must also submit to an FBI/Highway Patrol Background check which includes fingerprinting. The cost is \$41.75, paid by the applicant. Your completed fingerprint check is good for five (5) years. Please allow a minimum of 2 weeks

before your planned trip or volunteer event.

The FBI/Highway Fingerprint application is available only through the District Volunteer Coordinator or the WSD Communications & Community Relations Office. Please email District Volunteer Coordinator Kathy DeLaquil: kathleendelaquil@wsdr4.org.

Application is online only. You will receive an email including the instructions and a code to use for registration through the Missouri Highway Patrol to have the fingerprinting completed.

Where to Obtain Volunteer Forms or other Information?

See the [Volunteer Guidelines](#) on the District website.

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

District Volunteer Coordinator - Communications & Community Relations Department:

Kathy DeLaquil: kathleendelaquil@wsdr4.org, 636-327-3800, ext. 20358.

Thank you for your interest in volunteering in our schools!