



# The City of St. Charles R-VI School District

REACH.....TEACH.....EMPOWER

## Volunteer/Visitor Guidelines

### ADMINISTRATION

Dr. Jason Sefrit  
Superintendent

Dr. Danielle Tormala  
Associate Superintendent  
Curriculum & Instruction

Dr. Charles Brazeale  
Assistant Superintendent  
Business & Technology

Dr. Rodney Lewis  
Assistant Superintendent  
Human Resources

Mrs. Julie McClard  
Director of  
Special Education  
& Student Services

### BOARD OF EDUCATION

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The Board of Education recognizes that volunteers make valuable contributions to the district's schools and are an essential component of high student achievement. The district will conduct a criminal background check on all individuals volunteering in positions where they may be periodically left alone with students or have access to student records. Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment.

Before serving as a volunteer, applicants must complete a MACHS FBI Background Check which includes fingerprinting. The cost of \$41.75 will need to be paid by the applicant to obtain this background check. The MACHS clearance for volunteering is valid for 5 years. This process may take up to 10 business days, so please plan accordingly in order to have your background check completed before your desired date of service. Please contact Kathy Beerman at [kbeerman@stcharlessd.org](mailto:kbeerman@stcharlessd.org) or 636-443-4003 to obtain our school district fingerprint code and instructions.

**Please note the important distinction between volunteers and visitors.**

**Volunteers:** Individuals who assist district employees with events. Volunteers possibly work directly with and/or supervise students. Examples are tutors, field trip chaperones, overnight trip chaperones, etc.

**Visitors:** Visitors are to check in with the school's main office and provide a valid driver's license which will be run through the Raptor system. If approved, the visitor will receive a Visitor Sticker with photo allowing access to the building for the event (lunch, classroom party, or classroom helper).

We appreciate the time and effort our volunteers offer our schools to make the St. Charles community a wonderful place to live and learn.

**Background Checks for Volunteers/Visitors**

Building principals are responsible for ensuring that volunteers working with students have approved background checks on file.

Visitors are to check in with the school’s main office and provide a valid driver’s license which will be run through the Raptor system. If approved, the visitor will receive a Visitor Sticker with photo allowing entry into the building

Volunteers who will be left alone with a child and/or supervise overnight trip must have a complete \*fingerprint background check through MACHS. Volunteers needing such a search must contact Kathy Beerman in the Human Resources office for instructions. The volunteer is responsible for the cost of the search, which is currently \$41.50.

\*Fingerprint background checks are much more comprehensive and accurate than “name searches”. The background checks required provide the most comprehensive information, including open and closed records in Missouri, Sex Offender Registry information, and National Criminal Record databases.

**MACHS FBI Volunteer Background Checks should be completed every five years.**

**Volunteer Background Checks - Records Retention/Security**

- Records should be filed under the volunteer’s name in a locked/secure file cabinet designated for such records.
- Records must be kept indefinitely, since students can legally file suit against a district until age 26.
- Access to these files should be limited to the building principal or other district administrators for the purposes of verifying suitability for working with children in a volunteer capacity.

<b>Visitor/Volunteer Background Guidelines</b>		
<b>Visitors:</b> Individuals who are gaining admittance to the school to be in attendance for an assembly, school event, eat lunch with their child or visiting a class party. Visitors are to check in with a school’s front office staff upon which they will be background checked by the school’s Raptor Visitor Management system which is a free service.	Not responsible for supervision of children. Staff present. Visitors should never be alone with students.	Raptor Visitor Management System-must submit ID such as a driver’s license
<b>Volunteers:</b> Individuals who may be periodically left alone with students or have access to student records. Volunteers may chaperone students on field trips, tutor, coach etc.	Working with students-possibility of being alone with students	MACHS FBI Background check

MACHS note: Volunteers should register using “Uncertified Employees” number 1778.