



# 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.