



Lincoln County R-III School District

Hawk Point | Moscow Mills | Troy

www.troy.k12.mo.us

M E M O R A N D U M

To: R-III Administrators

From: Terry Morrow

Subject: **PROCEDURES FOR DISTRICT VOLUNTEERS**

Date: July 29, 2010

The following procedures will be adopted, effective with the 2010-11 academic year in regards to our District volunteers:

- ✓ Volunteers who have one-on-one, *unsupervised contact with our students, must undergo a criminal background check that includes child abuse and neglect screenings, as well as a check of the national sex offender registry before volunteering. *The definition of “unsupervised” meaning not under the direct supervision of a R-III faculty or staff member at all times. (i.e., Reading Buddies, Field Trips, etc.).
 - Please allow at least one week for the processing of the request through Missouri Criminal Records, LLC.
 - The charge for this background check is \$18.00. Directions for the requesting a background check with Missouri Criminal Records are attached.
 - You may log onto the secure site at www.mocriminalrecords.com to request an online search. (Directions are attached, Form Volunteer.1).
 - You may obtain a your record search in person by driving to the Missouri State Highway Patrol office in Jefferson city. (Form Volunteer.2, attached.)
 - You may mail your search request to the Highway Patrol via the US Postal Service, and it will take six to eight weeks to obtain the results. (Form Volunteer.2, attached.)
- ✓ Volunteers must undergo a background check annually (for each new school year) to continue volunteering in our schools.
- ✓ Volunteers who are supervised by a R-III faculty or staff member during their contact with students, (i.e., classroom party, assembly, etc.) are not required to submit a background check.

- ✓ If a Parent Teacher Organization (PTO) wishes to pay for the fees associated with the background check for volunteers in their respective buildings, the District is in agreement for them to do so.
- ✓ All volunteers must complete an application to volunteer that will be submitted to the Building Administrator for approval. (Form Volunteer.3, attached.)
- ✓ Volunteers will not be discriminated against in the relation to age, race, color, creed, religion, national origin, sex or marital status. The Lincoln County R-III School District is prohibited from discriminatory practices by Title VI and Title VII of the Civil Rights Act of 1984, Title IX of the Education Amendments of 1972, Section 504 and various other state laws and regulations.
- ✓ Volunteers are bound by the same code of ethics and all applicable laws as the professional staff. Orientation and training for volunteers will include instruction on the confidentiality provisions of the Family Educational Rights Privacy Act (FERPA), and all volunteers will be required to sign a form indicating their willingness to comply with the provisions of that law prior to being permitted to volunteer. Form Volunteer.4, "School Volunteer Confidentiality Agreement" is attached.
- ✓ The breach of confidentiality on behalf of the volunteer 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.
- ✓ Volunteers who are denied access to our students will be notified via written correspondence from the Superintendent of Schools. Building Administrators will be sent a courtesy copy of the notification. The Superintendent of Schools and the Board of Education will have final determination in approving background checks.
- ✓ Volunteers who are approved to work with our students will be added to our District Volunteer List on the Shared Drive (F) in the Central Office folder / Volunteers folder.
- ✓ Volunteers who are arrested for a criminal act, felony, or misdemeanor must notify their child's Building Administrator in writing within three (3) work days of the arrest. Similarly, every volunteer must notify their child's Building Administrator within the same time period of notice of a child abuse complaint against them. Traffic violations related to "Driving Under the Influence" will be treated as a criminal arrest. It is the responsibility of the volunteer to notify the Building Administrator if he/she has been arrested.



Lincoln County R-III School District

Hawk Point | Moscow Mills | Troy

"Educating Today for a Successful Tomorrow"

How to Obtain A Missouri Highway Patrol Criminal Record Search Using Missouri Criminal Records, LLC

The Lincoln County R-III School District appreciates your willingness to volunteer in our schools. However, to ensure the safety of our students, the Board of Education is requiring all individuals who have one-on-one, unsupervised contact with our students complete a Missouri Highway Patrol Criminal Record Search. (*Unsupervised meaning not under the direct supervision of a R-III faculty or staff member at all times.)

All criminal record searches in Missouri are conducted by the Missouri State Highway Patrol in Jefferson City. There are three ways to obtain this criminal record report:

1. You can drive to Jefferson City and obtain your record search in person and it will be completed while you wait. The office is only open weekdays.
2. You can mail your search request to the Highway Patrol via the US Postal Service and it will take from 6 to 8 weeks to obtain the results.
3. The most expedient manner in which to obtain these record searches is to use the internet site at www.mocriminalrecords.com.

Since 1996, this Jefferson City company has been delivering search requests on behalf of its clients to the Missouri Highway Patrol. This company will report the results via email on the next business day and can send a copy of the report directly to the R-III School District at the same time. The cost is \$18.00, and by logging onto their secure site, you can use your VISA or MasterCard to purchase this service quickly and easily. Just follow these simple directions to use their service.

To obtain your record search, you will need your date of birth and social security number.

1. Go to: www.mocriminalrecords.com
2. Click on the large blue banner that says "Click Here To Order Searches."
3. Click on the "First Time User Link."
4. Enter the User Name: MCR and Password "GUEST" Be sure to use all caps!
5. Click on the Continue Button at the bottom.
6. Select the Missouri Highway Patrol Record Search.
7. Enter your credit card information.
8. At the bottom be sure to send a copy to superintendent@troy.k12.mo.us.
9. Click on the Continue Button and then enter the search information.
10. When you have finished entering the search information, click on the Continue Button.
11. Make sure all of the information is correct and click on the Submit Button.
12. A confirmation number will be displayed, write this down or print this page.
13. Please make sure that your email program is set to allow emails from mocriminalrecords.com
14. You will receive a confirmation of your request within 30 minutes after submitting the information.
15. A copy of your search result will be sent to the R-III Superintendent's office and will remain confidential.
16. If there are any problems or concerns with the results of the search, we will notify you in writing.

Again, please know that we truly appreciate your willingness to volunteer in our schools.

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 checked="" type="checkbox"/> (2) Name Search - \$10.00 (Criminal record, child abuse, or neglect, central registry search) <input type="checkbox"/> (3) Fingerprint Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)	TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License Public School District <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered
---	---

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

<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 <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>AGENCY NAME</td></tr> <tr><td>Lincoln County (Troy) R-III School District</td></tr> <tr><td>ATTENTION</td></tr> <tr><td>Superintendent of Schools</td></tr> <tr><td>ADDRESS</td></tr> <tr><td>951 West College</td></tr> <tr><td>CITY, STATE, ZIP CODE</td></tr> <tr><td>Troy, MO 63379</td></tr> </table>	AGENCY NAME	Lincoln County (Troy) R-III School District	ATTENTION	Superintendent of Schools	ADDRESS	951 West College	CITY, STATE, ZIP CODE	Troy, MO 63379	SEND FEE & FORM TO: Missouri State Highway Patrol Criminal Justice Information Services Division P.O. Box 9500 Jefferson City, MO 65102
AGENCY NAME									
Lincoln County (Troy) R-III School District									
ATTENTION									
Superintendent of Schools									
ADDRESS									
951 West College									
CITY, STATE, ZIP CODE									
Troy, MO 63379									

The purpose of this form is to provide information available to child care agencies including volunteer agencies. The records you receive will be based on the search options you select. The Missouri State Highway Patrol will respond when you choose option 1 or 2. The Missouri Children's Division will respond when you choose option 1, 2, or 3. Direct questions regarding criminal records to the Missouri State Highway Patrol (573-526-6153); direct questions regarding child abuse or neglect to the Children's Division (573-526-1438, TT: 1-800-735-2466).

The information on this form, and responses generated as a result of this form, are confidential. Any person disclosing the information in violation of 43.540, 589.400, RSMo. and/or 210.150 RSMo. is guilty of a class A misdemeanor.

For information on how to participate in the Child Abuse/Neglect Central Registry examination program, submit a written request from the CEO, owner, director, etc. of your child care related group or organization to: **Director, Children's Division, P.O. Box 88, Jefferson City, MO 65103.**

PROCESSING FEE SCHEDULE INFORMATION (43.527 AND 43.530 RSMo.)

By checking boxes 1 thru 3 on the front page of this form, the following applies:

1. **Name Search - \$10.00** Provides open records obtained from the Missouri Criminal Record Repository and information from Missouri Children's Division Central Registry.
 - a) Complete the request form.
 - b) Make a check or money order for \$10.00 payable to "State of Missouri Criminal Records System."
 - c) Mail completed form and check or money order to: **Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102.**

2. **Fingerprint Search - \$14.00/\$20.00** Provides open and closed records with positive identification obtained from the Missouri Criminal Records Repository and information from Missouri Children's Division Central Registry.
 - a) Complete the request form.
 - b) Obtain fingerprints on: Applicant card FD-258 or Patrol card SHP-152. Official taking fingerprints must verify identity of person fingerprinted with an official id such as a driver's license and sign the card as the person taking the fingerprints. Complete the rest of the card as applicable.
 - c) Make a check or money order for \$14.00/\$20.00 payable to "State of Missouri Criminal Records System."
 - d) Mail completed forms and check or money order to: **Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102.**

3. **CD Central Registry Child Abuse Search Only - No Charge** Provides information obtained from the Children's Division Central Registry only. The Children's Division (CD) Central Registry screening will reflect information contained in the CD database. Any questions about the accuracy of that information should be directed to the CD office in the residential county of the applicant or the county of employment if the applicant is not a Missouri resident.
 - a) Complete the request form.
 - b) Mail completed form to: **Missouri Children's Division, Background Screening / Investigations Unit, P.O. Box 88, Jefferson City, MO 65103.**

OPEN RECORDS - convictions, charges pending, arrests less than thirty days old, and suspended imposition of sentence during probation.

CLOSED RECORDS - charges not filed, not prosecuted, dismissed, or subject found not guilty or suspended imposition of sentence after probation.

SPACE RESERVED FOR MSHP/CD RESPONSE STAMP



Lincoln County R-III School District

Hawk Point | Moscow Mills | Troy

"Educating Today for a Successful Tomorrow"

PARENT VOLUNTEER APPLICATION

Name: _____

Address: _____

Email Address: _____

Telephone #s: _____

(include area codes)

Home

Cell

Work

Name of Volunteer's Student(s):

_____	School Attending	Grade Level
_____	School Attending	Grade Level
_____	School Attending	Grade Level
_____	School Attending	Grade Level

Have you ever been convicted, or plead guilty to a felony or a misdemeanor related to sexual misconduct?

No___ *Yes___ *If yes, please provide details: _____

Has a finding of probable cause of child abuse by any state agency been entered against you?

No___ *Yes___ *If yes, please provide details: _____

Falsification of this document is a misdemeanor.

Parent Signature

Date

VOLUNTEER DISCLAIMER: The Lincoln County R-III 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.



Lincoln County R-III School District

Hawk Point | Moscow Mills | Troy

"Educating Today for a Successful Tomorrow"

SCHOOL VOLUNTEER CONFIDENTIALITY AGREEMENT

I understand that in the course of my volunteer time with the Lincoln County R-III School District, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

Printed Name of Volunteer: _____

Signature of Volunteer

Date

VOLUNTEER DISCLAIMER: The Lincoln County R-III 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.