



The City of St. Charles R-VI School District

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

District parent or guardian,

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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

Recently, the state of Missouri has updated their requirements for public school volunteer background checks. Missouri State Statute 168.133 states "The school district shall ensure that a criminal background check is conducted for all screened volunteers, who shall complete the criminal background check prior to being left alone with a student." and that the background check process shall include a fingerprint submission to the Missouri State Highway Patrol which will be forwarded to the Federal Bureau of Investigation to inspect for any previous criminal history.

In an effort to comply with this statute, the City of St. Charles School District has updated our volunteer application process. Before serving as a volunteer, applicants must submit to the FBI/ Highway Patrol background check that includes fingerprinting. A cost of \$41.75 will need to be paid by the applicant to obtain this service, which is good for 5 years. This process takes 10-12 business days, so please plan accordingly in order to have your background check completed before your desired date of service. Please contact Kathy Beerman kbeerman@stcharlessd.org or 636-443-4003 to obtain our school district fingerprint code and instructions.

It should be noted that there is a distinction between volunteers and visitors.

Volunteers: Individuals who will assist our staff/ schools with events and every day business. Their work possibly involves working directly with/supervising a child. Examples are tutors, field trip chaperones, overnight trip chaperones, etc.

Visitors: Visitors are to check in with a school's front office staff upon which they will be given a visitor's badge. If a visitor is at the school to attend a school party or to assist in an event (ie. STEM Day, Reading Day), they will need to go through a free background check. Forms for this check are provided by the schools or [can be downloaded by clicking here](#).

Thank you for your understanding as we implement this new policy in an effort to comply with state laws and to ensure the safety of our students. We truly appreciate the time and effort our volunteers offer our schools to help make the St. Charles community a wonderful place to live and learn. If you have any further questions regarding this policy, please contact Kathy Beerman at 636-443-4003 or email kbeerman@stcharlessd.org.

Sincerely,
Rodney Lewis, Ed.D.
Assistant Superintendent of Human Resources

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