Warren County R-III Schools

385 West Veterans Memorial Parkway
Warrenton, MO 63383
Dr. Gregg Klinginsmith, Superintendent
Dr. Brad Ross, Assistant Superintendent

"Home of the Warriors"

Administrative Office
 636-456-6901
 Fax 456-7687

Senior High School
 636-456-6902
 Fax 456-5771

Black Hawk Middle
 636-456-6903
 Fax 456-1445

Rebecca Boone
 636-456-6904
 Fax 456-0481

Warrior Ridge
 636-456-6906
 Fax 456-6992

Daniel Boone
 636-456-6905
 Fax 456-6900

Early Childhood
 636-456-6950

Alpha Academy
 636-456-6924

District Technology
 636-456-6980

Food Service
 636-456-6960

Transportation
 636-456-6961

Special Education
 636-456-6901
 Fax 456-7687

Parent and Guardians,

Recently, the district received clarification on Missouri State Statute 168.133 regarding background check requirements for public school volunteers. The update to this statute, found in House Bill 604, signed into law by Governor Parson on July 11, 2019, and effective August 28, 2019, states that, "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." **It has nowbeen determined that the background check process shall include submission of fingerprints to the Missouri State Highway Patrol for a search of the criminal history repository and forwarded to the Federal Bureau of Investigation for a search of the federal criminal history files.**

In order to comply with this new legislation, the district has updated our volunteer application process. Please see the attached volunteer packet or visit our website, http://www.warrencor3.org/family_resources/volunteer_forms for complete instructions. It is important to note, that while the new legislation does require a different process and an increased fee, the district will receive updates once the volunteer is in the Missouri State Highway Patrol system, thus the criminal background check is good for six years and is no longer an annual requirement and the volunteer will only incur a one-time fee.

To provide clarification, the district is defining volunteers and visitors as listed below:

Volunteer- A person, usually a parent or guardian, who assists the district staff and is under the direction of district staff. A volunteer may periodically be responsible for and/or alone with students. A volunteer would include, but not be limited to, room parents or persons who volunteer to assist with field days, field trips or other special occasions. As used in this procedure, a "volunteer" does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.

Visitor- Individuals who are not providing a service to the school or students will be considered visitors. These individuals may be on campus to interact with their child(ren) or attend activities such as, but not limited to, classroom parties, lunch with students, and assemblies.

The district will continue to use the Raptor system for parents/guardians walking their child toclassrooms or visitors to the building.

In order to volunteerin the buildings, the district must have fingerprints on file. Again, this is not a district decision, but a requirement to meet the requirement of Missouri State Statute 168.133.

After filling out your fingerprints, please click this link and fill out this form. The district does not receive verification or updates when fingerprints have been submitted. In order for the district to know that your fingerprints have been done, so we can go into the system to see if they have cleared, we ask thatyou fill out this form.

https://docs.google.com/forms/d/1egjGowvIwPEP3hHa5rN6brjonOg1he4u8m7B84Tez30/edit

Thank you,

Warren County R-III School District

Frequently Asked Questions

Q: Why is this new process being introduced?
A: The district must require this process in order to comply with a revision to Missouri State Statute 168.133, effective August 28, 2019. We believe that providing a safe environment for all of our students is of utmost importance and this is a safety protocol.

Q: Where can I go to get fingerprinted?
A: Locations nearest you can be found on the following link: https://www.identogo.com/locations. It is important to make an appointment prior to arriving at these locations to ensure the facility is open and that they have availability to process your request.

Q: Does the district pay for the criminal background check?
A: No, the district has over 500 volunteers annually and is unable to allocate funds for this service.

Q: What does it cost?
A: Currently, it is a one-time fee of $41.75. However, that cost is not set by the district and is subject to change without notice.

Q: What if I have been fingerprinted for a criminal background check for another employer or entity?
A: You can request a copy of your results from the entity that you previously provided fingerprints for within 12 months of completion and share them with the Human Resources Department. However, these shared results will expire 12 months after the date of completion. Once expired, new results will be required using the WCR-3 District code 2146.

Q: Will I be able to volunteer in any building in the district or do I have to go through a process in each building?
A: You will only need to complete and pay for the criminal background check one time to be able to volunteer at any district campus. You will need to complete and return the volunteer packet annually.

Q: Who will see the criminal background check results?
A: Only authorized personnel designated by the Superintendent of Schools will be able to view results.

Q: What is the fingerprint code I need to use?
A: When registering with MACHS, www.machs.mo.gov, you will use code **2146.** Be sure to set an appointment with your selected location to ensure the site is open and available to take your request.

Q: How long does the process take?
A: The district recommends completing the process no later than two weeks prior to the event you wish to attend.

Q: How long does it take to get the fingerprint results back?
A: In most cases, once fingerprints have been submitted, results are received within 24 hours. However, some may take up to 3 to 4 days.

Q: Will I (the parent) receive a copy of the fingerprint results?
A: You may request a copy from the Human Resources Department within 60 days of providing your fingerprints with the presentation of a photo ID. The results will not remain in our system beyond that time frame.

Q: What if I choose not to be fingerprinted?
A: Those who are not fingerprinted will not be allowed to volunteer, as defined above. However, a fingerprint check is not required for individuals classified as a visitor, as defined above. We welcome your participation in these activities.

Q: How will I know that I have cleared the volunteer background check process?
A: You will receive an email letting you know that you have completed all of the requirements to volunteer in the district.

After filling out your fingerprints, please click this link and fill out this form. The district does not receive verification or updates when fingerprints have been submitted. In order for the district to know that your fingerprints have been done, so we can go into the system to see if they have cleared, we ask thatyou fill out this form.

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Registering and Scheduling Your Background Check for Volunteering in the Warren County R-III School District

Register on-line on the MACHS (Missouri Automated Criminal History Site) website at www.machs.mo.gov. If you don't have Internet access, you may register by phone by calling 1-844-543-9712. When registering you use code: **2146**

After completing registration with MACHS, you will automatically be redirected to the IdentoGO website to schedule your appointment and pay for your background check.

The current cost for obtaining fingerprint criminal background check results is $41.75.

Find the closest fingerprinting location through the following link: https://www.identogo.com/locations

Go to this website to find the current locations:

https://www.machs.mo.gov/MACHSFP/home.html

Locations and pricing are not controlled by the district and are subject to change.

After filling out your fingerprints, please click this link and fill out this form. The district does not receive verification or updates when fingerprints have been submitted. In order for the district to know that your fingerprints have been done, so we can go into the system to see if they have cleared, we ask thatyou fill out this form.

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