

# **Richwoods R-VII**



## **Parent/Relative Volunteer Handbook (Volunteer Handbook) 2025/2026**

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**Partnering to Achieve Wildcat Success  
P.A.W.S.**

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**Dear Volunteer,**

Welcome to Richwoods R-VII. We are all very excited that you have made the decision to assist us and our students as we prepare them for the future. As we work to build relationships to assist the learning of our students, we want our Parent/Relative Volunteers (Volunteers) to be as involved as possible. This handbook will prove helpful as we look for ways that you can be a part of our mission to Partner and Achieve Wildcat Success!

This handbook will serve as a guide, to prepare you for your time with us. Please feel free to ask questions to the teachers, staff members or myself at any time.

This is an exciting time in the lives of our students. We look forward to working with you as you become involved as a volunteer in our school.

Sincerely,  
Lindell Conway  
Chief Academic Officer

## **Benefits Provided by Volunteers**

School volunteers are a vital asset to the Richwoods R-VII School District. Volunteers provide numerous benefits to the district including, but not limited to:

### **1) Community appreciation of the school and the educational process**

By volunteering, you are helping the community understand the importance and value of public education.

### **2) Enriching the curriculum and learning experiences for students**

By volunteering, you are supporting the work of teachers and school staff. You are reinforcing the skills that are taught.

### **3) Teaching by example**

By volunteering, you are showing the children that you care about their educational experience. You are also strengthening your support of the teachers and the community.

### **4) Promoting well-being and self-esteem**

By volunteering, you are able to give students individual attention, which in turn gives you the chance to build positive relationships.

## **Opportunities for Volunteering**

Teachers that have made requests for volunteers will have specific directions to go along with given tasks. Volunteers may be asked to participate in some of the following or similar activities:

- Library/Media Center: Assist the librarian with covering books, shelving books, and student AR testing
- Copying papers, creating bulletin boards, cutting paper, lamination, etc.
- Reading practice with a student or a small group of students.
- Working one-on-one with a student to review skills
- Assisting with **field day**
- Supervising students and assisting the teacher on **field trips**
- Assisting the teacher with special projects
- Assisting with hearing and vision screenings

## Requirements and Expectations of Volunteers

As a volunteer, there is a code of ethics which must be honored. With a code of ethics, you assume certain responsibilities and will be expected to account for what you do during your volunteer experience. Listed below are some guidelines and responsibilities:

- Pursuant to Sections 168.133 and 43.540, RSMo, the Richwoods R-VII School District is authorized to access **complete state and national criminal history record information**, including both open and closed records. A volunteer **shall** complete a background check and a request for criminal records check through MACHS; the charge for this background check is \$43.50 non-refundable. Additionally, the volunteer **may** be required to be cleared through the Family Care Safety Registry (FCSR); the charge for this is \$15.55 non-refundable, if requested.
- Sign in and out in the main office. You will receive a volunteer badge. Please wear it visibly at all times.
- Be a positive role model. Set good examples of appearance and behavior for students.
- Have a genuine interest in the education of our students. Commit to volunteer! We count on you!
- Take directives from the teacher/principal/staff member. Be able to adjust to each teacher's individual style.
- Remain with your task and do not venture to other parts of the building.
- Be punctual and reliable. Please notify the school/teacher if there is a change in plans.
- Enter the classroom with as little disruption as possible. Respect the teachers, students and the classroom environment.
- Become familiar with school policies, practices and emergency procedures and adhere to them.
- Leave the disciplining of students to the teacher. If you have a concern about a student's behavior, please let the teacher know and she/he will address it. Have a positive attitude!
- Leave younger siblings with a caretaker. We need your full attention.
- Confidentiality is a **MUST!** (See *Confidentiality Agreement* on Page 5)
- Be a positive supporter of the school when in public. **NEVER** discuss the school or its employees or students in a negative or defamatory manner.

### Non-Negotiable Requirements

- Any information regarding a student's school performance or behavior is confidential. It is not to be discussed with anyone else.
- Questions regarding a specific child or incident at school should be referred to the teacher **or** principal.
- Comparisons of teachers and their classrooms are not to be discussed with other community members.

### Parent/Relative Volunteer Information

Name:

Telephone No.:

Address:

Street Address / PO Box	City/State/Zip	Email Address
Do you have school-age children?	School attending:	Grade level:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Yes**    **No** Have you ever been convicted, or plead guilty to a felony or a misdemeanor related to sexual misconduct? If yes, please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Yes**    **No** Has a finding of probable cause of child abuse by any state agency been entered against you? If yes, please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Falsification of this information is a misdemeanor.*

### **Parent/Relative Volunteer Confidentiality Agreement**

I understand that, in the course of my volunteer time with the Richwoods R-VII 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. I understand that my background check will stay on file as long as my student is enrolled or until I submit a Parent/Relative Volunteer Opt-Out Form with the District.

Volunteer Signature

Date

**All volunteer requirements and expectations must continue to be met annually. Volunteers who wish to withdraw from the program may do so by submitting the *Parent/Relative Volunteer Opt-Out Form* (attached).**

**RICHWOODS R-VII SCHOOL DISTRICT**  
**Parent/Relative Volunteer Opt-Out Form**

**Purpose:**

This form allows parents and relatives to remove themselves from the active **Parent/Relative Volunteer (Volunteer) List** for the Richwoods R-VII School District.

Please note that by opting out, you are withdrawing your volunteer status. If you decide to volunteer again in the future, you will be required to:

- Complete a **new Parent/Relative Volunteer Application**.
- Undergo a **new fingerprint background check** before reinstatement.

By signing below, I request to **remove my name from the Richwoods R-VII Volunteer List**. I understand that:

- I will no longer be considered an active volunteer for any school-related activities or events.
- If I wish to volunteer again in the future, I must complete a **new volunteer application** and undergo a **new fingerprint background check** as required by district policy.
- My previous background clearance and volunteer status cannot be reinstated without this process.

I understand the above and choose to **opt out** of the Richwoods R-VII School District Volunteer Program.

**Signature of Volunteer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Volunteer Status Updated in System:  Yes  No

Notes: \_\_\_\_\_