

# 2024-2025 Moniteau School District

## Visitor and Volunteer Procedures Acknowledgment Form

Moniteau School District is appreciative of all those willing to act as a visitor or a volunteer within the district. Your time and effort are an enhancement to the educational program and greatly benefit the students of Moniteau. We know your time is valuable and hope to alleviate some of the questions that may arise. Please review the following information, as well as Policy #907- School Visitors and Policy #916-School Volunteers.

**All classroom visitors and volunteers will be responsible for the following:**

1. No visitor or volunteer may arrive prior to the start of each building's office hours. If for some reason a different time is necessary, arrangements must be made with the building principal(s).  
Dassa McKinney- 8:00am-4:00pm  
Jr./Sr. High School- 7:00am-3:00pm
2. All visitors and volunteers must go through the security screening process (e.g. metal detector).
3. All visitors and volunteers must sign in to and out of the office upon arrival and departure.
4. All visitors and volunteers must wear their ID badge at all times while on district property.
5. All information concerning children is strictly confidential.
6. Please avoid interrupting teachers while they are teaching. Questions and concerns can be addressed following instructional time.
7. Teachers will deal with any and all discipline issues. Please bring any discipline problems to the attention of the teacher. It is inappropriate for visitors or volunteers to discipline students verbally or in any other way.
8. Visitors and volunteers should only use designated staff restrooms. Each school office will have a list for you upon your arrival.
9. Attire should be neat, clean, and comfortable and must follow the school dress code.
10. No religious or political preferences may be advocated.
11. The use of drugs, alcohol, and tobacco is prohibited.
12. The use of cell phones in view of the students is prohibited while acting as a school visitor or volunteer. Please refrain from taking pictures or videos of students for any reason.
13. You may not eat lunch or loiter in the cafeteria.

***Visitors or volunteers who violate any of these rules will have their visitor/volunteer status for a period of time or indefinitely.***

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By signing below, I acknowledge that I understand the rules and regulations listed above and have read, understand and agree to abide by Policy #907-School Visitors and Policy #916-School Volunteers.

\_\_\_\_\_

(Signature) (Printed name) (Date)

# 2024-2025 Moniteau School District Volunteer Application

Please complete all sections, sign, date, and return to the appropriate school office.

Volunteer Name (print): \_\_\_\_\_

Volunteer Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Building Preference:    Dassa McKinney Elementary School        Moniteau Jr./Sr. High School        Both

Do you have any children in the building (circle one):    Yes                                  No

If yes, please list name(s) and grade level(s):

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand that before my name will be submitted to the board for approval I must turn in the following items:

- Volunteer Waiver Form
- Visitor and Volunteer Procedure Acknowledgement Form
- Pennsylvania State Police Criminal Record Check-Act 34
- Pennsylvania Child Abuse History Clearance-Act 151
- FBI Criminal Background Check-Act 114 (only if you have **NOT** been a PA resident the last 10 years)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For administrative use only:**

Volunteer Type (circle one): Limited Contact OR Substantial Contact                                  Building (circle one): Dassa    HS    Both

Check if received:

\_\_\_\_ Waiver        \_\_\_\_ Acknowledgement        \_\_\_\_ Criminal Record        \_\_\_\_ Child Abuse        \_\_\_\_ FBI (if needed)

Month/year submitted for board approval: \_\_\_\_\_ Administrator: \_\_\_\_\_

**DO NOT submit for approval unless all documents have been submitted.**



## 2024-2025 Moniteau School District Volunteer Waiver Form

- I acknowledge that I have continuously resided in Pennsylvania for ten (10) years (if you have not resided continuously in Pennsylvania for ten years, you must obtain an Act 114 clearance).
- I also swear by signing this waiver form that I have never been convicted of a disqualifying crime as listed (see reverse) in Pennsylvania or the corresponding offenses under the laws of any other jurisdiction.
- I have been informed by the Moniteau School District (District) that as a volunteer (coach, parent, and extracurricular activity volunteer) I am responsible for excess medical and dental insurance against personal injury and potential liability involving my work with students.
- I understand that the District does provide limited medical and dental insurance to cover volunteers.
- I acknowledge that I have been advised of the limits of the coverage provided by the District and the applicable deductible.
- I acknowledge, having been advised, that no liability insurance coverage is provided by the District.
- I understand that I will be participating in an activity that may result in personal injury and temporary or permanent disability and severe social and economic loss, not only from my own action, but also from the inaction or negligence of others.
- I agree to assume all of the foregoing risks and accept personal responsibility for the damages following such injury or disability.
- I release, discharge and covenant not to sue the Moniteau School District, its administrators, directors, employees, agents or paid coaches, for any demands, losses or damages on account of injuries sustained by me as a result of my participation as a volunteer.
- I also agree to indemnify and hold harmless the District, its administrators, directors, agents and employees, from any personal injury I may incur and from lawsuits brought by students or their parent or guardian as a result of my actions as a volunteer.
- I also acknowledge that I will not disclose any confidential information that I may obtain about students or district employees during my time as a volunteer.

***A volunteer waiver must be completed each year to keep your clearances active. Failure to do so will cause a lapse in service and new clearances will be needed to be an active volunteer again.***

Print Name	Signature	Date
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**For administrative use only:**

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

§6344. Employees having contact with children; adoptive and foster parents

c.) Grounds for denying employment of participation in program, activity or service-

1. In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant where the department has verified that the applicant is named in the Statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.
  
2. In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates that applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:
  - a. Chapter 25 (relating to criminal homicide)
  - b. Section 2702 (relating to aggravated assault)
  - c. Section 2709.1 (relating to stalking)
  - d. Section 2901 (relating to kidnapping)
  - e. Section 2902 (relating to unlawful restraint)
  - f. Section 3121 (relating to rape)
  - g. Section 3122.1 (relating to statutory sexual assault)
  - h. Section 3123 (relating to involuntary deviate sexual intercourse)
  - i. Section 3124.1 (relating to sexual assault)
  - j. Section 3125 (relating to aggravated indecent assault)
  - k. Section 3126 (relating to indecent assault)
  - l. Section 3127 (relating to indecent exposure)
  - m. Section 4302 (relating to incest)
  - n. Section 4303 (relating to concealing death of a child)
  - o. Section 4304 (relating to endangering the welfare of children)
  - p. Section 4305 (relating to dealing in infant children)
  - q. A felony offense under section 5902(b) (relating to prostitution and related offenses)
  - r. Section 5903( c ) or ( d ) (relating to obscene and other sexual materials and performances)
  - s. Section 6301 (relating to corruption of minors)
  - t. Section 6312 (relating to sexual abuse of children)

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

3. In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates that applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L. 233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.