
NEWBURG R-II SCHOOL DISTRICT

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HOME OF THE WOLVES

August 20, 2025

Dear Parent/Guardian (s):

As part of our ongoing efforts to ensure the safety of our students and in order to stay compliant with Missouri state law, all volunteers are required to complete a background check through the State Highway Patrol. Our Board Policy 1425 regarding screened volunteers reads as follows:

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students.

Screened Volunteers

Individuals who assist our schools on an uncompensated basis and who may periodically be left alone with students are considered "screened volunteers" under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; or chaperone students on overnight trips. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. Screened volunteers may have access to students' educational records where necessary and when supervised by a staff member.

Application for Volunteer Service

All volunteers must complete an application for volunteer service and may be interviewed prior to beginning volunteer service. (Form 1425). The District serves the right to deny individual applicants where the best interests of the educational program are served.

If you are planning to attend field trips or overnight stays, because there is the potential you will be supervising a student or group of students on your own, you must complete a Missouri State Highway Patrol FBI fingerprint background check. You will need to follow the instructions on the Missouri State Highway Patrol Applicant Fingerprint Services of Missouri form that is attached.

Once you complete this check, it carries over from year to year as long as your student remains enrolled in the district.

All volunteers will also need to complete the attached Parent Volunteer Form (Form 1425) and the School Volunteer Confidentiality Agreement. These are to be completed on a yearly basis.

If you are planning to go on trips or volunteer at school this year, you will want to complete these steps in a timely fashion. Background checks can take a week or more to return results. Adults who attend trips or other events without following the volunteer policy are not in compliance with our school rules.

If you have any questions, please do not hesitate to contact your child's building office at 573-762-9653 ext 2002 (Elementary) or ext 3002 (Jr High/High School.) As always, the safety of our students is our #1 priority. Thank you for doing your part to help keep our students safe.

Respectfully,

Tracy Kingsley
Newburg R-II Superintendent