

# Dixon Elementary Handbook

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## ELEMENTARY SCHOOL STAFF

### *Administration*

**Superintendent** – Dawna Burrow  
**Assistant Superintendent** - Don Fugate  
**Elementary Principal** – Joyce Shepherd  
**Assistant Principal** – Lisa Parker

### Certified Staff

#### *Kindergarten*

Marilyn Cook  
 Zola Holsten  
 Heather Huntington  
 Susan Yoakum

#### *1<sup>st</sup> Grade*

Tammy Allen  
 Lanette Baker  
 Ursula Bell  
 Susan Shepherd  
 Joye Howser  
 Gay Jones  
 Teresa Burge  
 Tasha Keeth

#### *2<sup>nd</sup> Grade*

Catherine Glidewell  
 Alison Keck  
 Sammye McBride  
 Rebecca Sinden  
 Elaine King  
 Sarah Page  
 Dave Sirett  
 Amy Wintz

#### *3<sup>rd</sup> Grade*

Kathleen Creamer  
 Deista Koon  
 Shara Paterson  
 Misty Russell

#### *4<sup>th</sup> Grade*

Joye Howser  
 Gay Jones  
 Teresa Burge  
 Tasha Keeth

#### *5<sup>th</sup> Grade*

Christine McClain  
 Deborah Whitmore  
 Willa Dake  
 Margaret Desjardins  
 Robin Hammock/  
 Margaret James  
 Willette Arthur  
 Amy Antle

### Certified Auxiliary Staff

Early Childhood-	Sarah G’Sell	Early Childhood-	Christine McClain
Counselor-	Tina Jordan	SpEd/Title-	Deborah Whitmore
Music-	Janet Baum	Special Services-	Willa Dake
Library-	Ellen Breedlove	Special Services-	Margaret Desjardins
Art-	Christi Russell	Reading Recovery-	Robin Hammock/ Margaret James
PE-	Natasha Lewis	Title 1 Math-	Willette Arthur
Speech-	Alma Goodman	Title 1 Reading-	Amy Antle

### Health Services

Nurse - Missy Goforth

### Non-Certified Staff

Secretary -	Teresa Stricklan	Paraprofessional -	Lynne Green
Secretary-	Michelle Meier	Paraprofessional -	Marsha Marilhugh
Breakfast/Lunch-	Teresa McKinnon	Paraprofessional -	Joyce Lawson
Head Cook-	Glenda Emmons	Paraprofessional -	Peggy Nichols
Cook-	Tina Davis	Paraprofessional-	Angela Wodohodsky
Cook -	Deb Barber	Paraprofessional-	Melissa Nivens
Dishwasher-	Janice Benefield	Custodian-	Tammy Johnston
Custodian-	Frank Lipscomb	Custodian-	Susan Durbin
Custodian-	Charles Bowen		
Parents as Teachers-	Dawna Fleming		

**District Mission Statement**

To Prepare All Students to be Productive Members of Society

**Elementary Mission Statement**

Dixon Elementary – Where we: \*Believe, \*Achieve, \*Succeed

**Dixon Elementary Vision**

The Dixon Elementary staff, in a shared partnership with the community, will encourage students to achieve their greatest potential. We will provide a nurturing environment which motivates each student to be a safe, respectful, responsible learner. Together, with students, we will continuously foster a “Yes you can!” atmosphere that empowers all students to succeed.

**A Professional Educator's Creed:**

"As a professional educator, I believe that all children can learn. Further, I believe that what I do will have an impact on them.

I am willing to be held accountable for teaching the basic skills of a unified curriculum. I have high expectations of all my students. I feel a high degree of responsibility to my colleagues and all students.

I recognize the need for coordination and support. I expect my immediate supervisor to be the instructional leader.

I believe in keeping the students on task in a classroom atmosphere conducive to learning.

I believe that student outcomes are based on observable, measurable behaviors.

This is my commitment."

**Bulldog Expectation Pledge**

**I pledge – with Bulldog Pride – to be as safe as I can be, a respectful, responsible learner, that’s the right choice for me!**

**Responsibilities of the Students**

Students should strive to:

1. \*Be Safe
2. \*Be Respectful
3. \*Be a Responsible Learner
4. Be Honest
5. Be Courageous
6. Be Kind
7. Be a Good Citizen
8. Be Trustworthy
9. Be a Goal-Setter
10. Be Cooperative
11. Have Self-Control

**Dixon Elementary School Expectations**

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be a Responsible Learner</b>
<b>All Settings</b>	<ul style="list-style-type: none"> <li>• Keep bodies calm in line.</li> <li>• Ask permission to leave any setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others how you want to be treated.</li> <li>• Be an active listener.</li> <li>• Follow adult directions.</li> <li>• Use polite language.</li> <li>• Help keep the school orderly.</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active participant.</li> <li>• Give full effort.</li> <li>• Be a team player.</li> <li>• Do your job.</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Maintain personal space.</li> <li>• Follow safety drill procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest.</li> <li>• Take care of yourself.</li> <li>• Use kind words.</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active learner.</li> <li>• Be prepared.</li> <li>• Make good choices.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Walk quietly in a single line.</li> <li>• Keep your hands at your side.</li> <li>• Stay to the right side of the hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly so others continue learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to classroom promptly.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Walk.</li> <li>• Remain seated at table.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a peaceful voice.</li> <li>• Clean up your “area”.</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper manners.</li> <li>• Leave when you are excused by an adult.</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• One person per stall.</li> <li>• Flush toilet after use.</li> <li>• Wash hands with soap and water.</li> <li>• Place trash in the trash can.</li> </ul>	<ul style="list-style-type: none"> <li>• Allow for privacy of others.</li> <li>• Clean up after self.</li> <li>• Use a peaceful voice.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow restroom procedures.</li> <li>• Return to class promptly.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Use equipment for intended purposes.</li> <li>• Gravel is for the ground.</li> <li>• Participate in activities and play safely.</li> <li>• Stay in approved areas.</li> <li>• Keep hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>• Line up at first signal.</li> <li>• Invite others who want to join in.</li> <li>• Enter and exit the building peacefully.</li> <li>• Share equipment.</li> <li>• Use polite language.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a problem solver.</li> <li>• Be willing to learn new games.</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Enter and exit gym in an orderly manner.</li> <li>• Walk quietly.</li> <li>• Sit on your bottom.</li> </ul>	<ul style="list-style-type: none"> <li>• Be an attentive listener.</li> <li>• Sit quietly.</li> <li>• Show appreciation.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep comments and questions on topic.</li> </ul>

### Discipline Code

We take seriously our responsibility to educate every child. For this reason, we will not permit anyone to stop our teachers or students from learning. Classroom rules vary from grade to grade, but generally include; following directions, raising one's hand to speak, completing work on time, and keeping one's hands and feet to one's self. Students who follow the class rules are rewarded with special privileges and treats throughout the year. Negative consequences, such as missed playtime, a call to parents, or a conference with parents, teacher, or principal are used if children do not follow the rules. The teachers will discuss these rules with the children during the first days of school.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of the school. It is impossible to list all the possible infractions. The building principal will use his/her discretion in such instances. Alternative discipline may be used at the principal's discretion in special cases depending upon the severity of the misbehavior. Teacher response, cooperation, and input is expected on each infraction. For complete details, see the Dixon R-1 Discipline Code Handbook.

### Dixon Elementary Dress Code

Dress and grooming are normally the responsibility of students and parents/guardians. However, students will dress appropriately, and be neat and clean while at school. The administration along with the staff will be responsible for making final decisions concerning dress or grooming styles that violate health and safety standards or disrupt or interfere with the educational process.

Students will be required to remove inappropriate items. Some examples of things not to be worn in the school building are:

1. Any head covering (including hats and bandannas).
2. No bandannas tied around the body, arm, leg, etc.
3. Articles of clothing that advertise products not intended for juvenile use or have offensive language or implication, i.e., Big Johnson or Coed Naked attire.
4. Clothing with tears, rips, or holes that is designed to expose parts of the body that are not meant to be exposed.
5. Oversized clothing or clothing that exposes undergarments (example: tank tops with enlarged armholes and oversized, sagging clothing, sleeveless shirts must have 2" wide straps).
6. Netting type shirts that are see through.
7. Belly shirts, tube tops or shirts with cutout backs (must not show belly or back).

8. Shorts that are too tight or too short.
9. Non-prescription sunglasses.
10. Gang-related clothing.

Students will be asked to cover up, turn clothing inside out, call home for change, and/or be reminded of code depending on clothing. Continued disregard of policy could result in loss of privileges, in school suspension, detention, or time out.

The administrator retains the right to make decisions on student dress that is not considered conducive to a positive educational atmosphere. For complete details, see the Dixon R-1 Discipline Code Handbook under Inappropriate Apparel.

### Arrival Time

Students who do not ride the bus should arrive at school no earlier than 7:45 a.m. Please do not drop students off when there is not adequate supervision by certified personnel. Students will be allowed to eat breakfast from 7:45 a.m. to about 8:00 a.m. in the cafeteria.

### Dismissal Time

Students who ride with parents or walk home should be picked up at 3:15. Parents need to wait for their child in the designated area (gymnasium back exit) at the close of the day. Students will not be allowed to leave this area until directed by appropriate staff.

**\*School is dismissed every Wednesday @2:55 for staff development in Professional Learning Group (PLC) meetings.**

### Bus Note Policy

To change your child's established after-school destination we must have the following written information:

- Child's full name
- Date of change
- Full name, address & phone number where your child is going
- Bus number (if known)
- Your signature & date

These notes are copied and a bus note is given to the student to hand to the bus driver, or substitute driver, to ensure the safe travel of your child. If your note does not contain all the above information, school will contact you to come to school and re-write the note. Please help us keep your child safe. Call for emergency bus changes need to be received prior to 1:30 of that day.

### **Request for Homework**

If you desire to pick up homework for students that are home sick, please notify the office before noon.

### **Late Work Policy**

This policy is for work that is incomplete in class, not work that is associated with being absent from school. If late work is a consistent problem for a child, the teacher will notify parent.

### **Kindergarten Late Work Policy:**

The student will stay in from recess or miss playtime if their work is not completed during class time.

### **First Grade Late Work Policy:**

**1<sup>st</sup> Quarter-Transition Phase**-Teachers are lenient, usually allowing students to stay in from recess until work is finished.

**2<sup>nd</sup>-4<sup>th</sup> Quarters**-Students are kept in during one recess. If work is still not completed, teacher will grade what has been completed for a final grade.

### **Second-Fifth Grade Late Work Policy:**

When a teacher identifies an assignment is missing from a student, the assignment will be reassigned. This reassigned work must be turned in the following morning. If the assignment is not complete, it will be turned in and graded "as is". Failure to turn in the assignment will be recorded as a 0%.

**The teacher will use a class roster to ascertain completed work each day.**

*\*\*Additional time for completing a late assignment due to extenuating circumstances may be granted through the cooperation of the teacher, parent and administrator. Additional time could, however, result in 20% grade reduction.*

### **Promotion and Retention Policy**

The objective is to eliminate education deficits and insure the mastery of key learning skills. Student retention may be recommended in the elementary grades. The minimal requirements for all students are listed below. Any deficit in the following requirements may constitute retention.

1. Mastery of core competency learner objectives.
2. Grades (daily, quarterly, and semester). Students must maintain a 1.5 overall GPA for the year.
3. Effort put forth.
4. Difficulty in achieving academic assignments.
5. Attendance: See District Policy

### **Attendance Policy**

Missouri law mandates that children attend school on a regular basis until age 16. Assuring regular attendance is a parent's responsibility. Failure to assure regular student attendance may effect a violation of Missouri Compulsory Attendance Law and result in possible criminal charges.

At all levels, absences will be excused in the following instances:

- when the student is ill (illness must be verified by a doctor's note given to school secretary within 10 days, or parent/guardian note on the day student returns to school);
- when the student becomes ill at school and is sent home by the school nurse;
- doctor's appointment verified by a doctor's note given to the school secretary within 10 days;
- serious illness or death in the family;
- serious personal or family problem;
- professional (legal appointments);
- other prearranged reason approved by principal 24 hours in advance;
- day of religious observance; or
- other absences to be considered by the administration on an individual basis.

An attendance review committee will be established to evaluate special cases. This committee will have the authority to waive maximum days missed if there is sufficient evidence of extenuating circumstance. The committee will meet as needed.

### **Elementary Policy**

1. Students will be allowed ten excused absences each semester for normal circumstances.
2. **Students will have one day for each excused day absent (up to five days) to make up work.**

### **Appeals Process**

If the parents or guardians disagree with the promotion/retention of their child, they may appeal to the principal first and if not satisfied may appeal to the Promotion/Retention Committee. This committee will consist of the following people:

1. The student's classroom and/or special service teachers.
2. The school principal and counselor.
3. One auxiliary teacher from the next grade.
4. The student's parents or guardians.
5. If an agreement cannot be made the parents may appeal to the Superintendent of Schools and the Board of Education.

### **Student Check-In and Check-Out**

For your child's protection, all doors except for the rear main entrance will be locked from 8:15 until the end of the school day. When entering the school during the day, please park in the rear North Parking Lot and go to the **brown door** at the end of the sidewalk. Please check into the office upon entering the building. At the end of the day, please pick up your child at the rear North Parking Lot at the double gym doors. **Please do not enter the building at the end of the day unless you need your child for an early pick-up.**

### **Enrollment**

If your child is new to the system, we must have proof of birth and we request a social security card or number. ***The state law requires that all K-12 students show proof of up to date immunizations.***

### **Preschool...**

All children wanting to be considered for admission to the Early Childhood Program must meet the following guidelines:

- \* Four years of age by August 1<sup>st</sup> of the year of entry
- \* Documentation of Birth
- \* Immunization records updated
- \* Developmental, vision, hearing, and speech screening completed

### **Kindergarten**

All children registering for kindergarten must meet the following requirements:

- \* Five years of age by August 1<sup>st</sup> of the year of entry
- \* Documentation of Birth
- \* Immunization records updated

Our district requests all pre-kindergarten students to have their developmental skills, vision, and hearing screened prior to admittance. Also, we would recommend that your child has a physical and dental exam before entering our school system. **If the child has been active in our preschool program, the screening of vision and hearing is waived.** Kindergarten students will receive speech screening during the fall of their kindergarten year.

### **Current Address and Phone Number**

It is absolutely vital that we have the following information: a current address, home phone number, work phone number, and emergency phone numbers. When there is a change in address or phone numbers, please send a note to the office. This is for your child's protection in the event of an illness or injury. If you have moved since last year, please send in your new address and phone number.

### **Withdrawal from School**

Please notify the school office several days in advance, if you are moving or withdrawing your child from school. This allows sufficient time to process the withdrawal and prepare the student's records for transfer to the new school. All textbooks and library books must be returned and school debts (library fines, lunch charges, etc.) must be paid before a student can be cleared and records released to their new school.

### **Lunch**

Lunch money will be collected daily by the classroom teacher. Breakfast is served at 7:45 a.m. If your child will arrive after 8 a.m., please take a few minutes and feed him/her at home. We prefer that you pay for at least a week at a time, preferably with separate checks for each child. We discourage students from carrying cash to school. If your family is not on the direct certification list you must complete the form for the free/reduced meals in your open house packet (complete a form for each school). Meals must be paid for until your form is processed, therefore please turn form in as soon as possible.

### **Telephone Policy**

Students will be discouraged from using the telephone at school. Forgotten homework, books, or permission to go with a friend are not reasons to use the school phone. Teachers will use their own judgment to determine when it is appropriate to let a student use the phone in their classroom.

### **Recess**

Students should come to school with appropriate clothing for the weather. Outdoor recess is part of our state's requirement for physical fitness

### **Playground Rules**

1. Remain on playground at all times. To go inside the building or outside the fence, student must have permission from playground teacher.
2. Stay off grass and mud when announced.
3. Stay off rails outside the 4<sup>th</sup> & 5<sup>th</sup> grade windows and by the music room entrance.
4. No fighting/pretend fighting, wrestling, kicking or pulling on clothing.
5. No toys allowed from home.
6. Balls are only allowed on south side of playground with two exceptions...basketballs may be used at the basketball goal and soccer ball may be used at the four square.
7. No throwing rocks or dirt.

8. No rocks in hands. Rocks need to be emptied out of shoes & clothing only in rocky areas.
9. No picking up sticks.
10. No carrying other students.
11. When the whistle blows, you need to line up safely, respectfully and responsibly.
12. Do not use profane or offensive language.
13. Use all equipment properly:
  - a. No tag can be played on/around any of the equipment.
  - b. Swings – stay properly seated in the swings; swing only in a forward/backward motion; do not jump from swing; 1 person on each swing; enter swing at the green pole, exit swing at red pole.
  - c. Slides – slide on seat and in forward position; climb up ladders and go down the slides (only 2 at a time on the ladder of the tall slide); 1<sup>st</sup> person will advance to green step; when slide is empty, advance to top of slide; 2<sup>nd</sup> person may then advance to green step. **ABSOLUTELY** no climbing on top of yellow slide tunnels.
  - d. Soccer goals – no hanging from goals/nets or standing inside goals.
  - e. Tetherballs – no hanging from or sitting on tetherball or the rope.
  - f. Monkey bars – cannot be on top of the bars; no chicken fights or jumping from railroad ties to bars; no upside-down hanging; only go hand to hand, one way. Enter bars at green; exit at red (one way).
  - g. Poles – climb on climbing poles ONLY – located on side of top set of swings.
  - h. Balls – basketballs are to be used as basketballs; balls cannot be thrown or kicked against the walls; do not bother ball unless you are involved in the game; **DO NOT EXCLUDE A CHILD FROM A GAME INVOLVING HIS CLASSROOM BALL.**

### Consequences

Teachers may choose from the list of consequences below:

1. Misuse of equipment and fighting (including horseplay)...LAPS
2. Profanity and severe fighting...OFFICE
3. Entering building/leaving playground without permission...LAPS

### District Wellness Policy

As a district we are promoting healthier eating and increased exercise for your child. At the elementary level we are NOT going to eliminate parties and/or snacks, yet LIMIT the amount of unhealthy foods and beverages at each event. Due to health and safety issues, we will be encouraging prepackaged snacks and ask that you be conscious of children with allergies to certain foods. We also enjoy celebrating your child's birthday with them; yet will be encouraging other options for you to send rather than cupcakes. Some suggestions are:

ice pops	pretzels	graham crackers	cheese sticks
peanut butter crackers		baked chips	ice cream cups
fruit roll-ups	pudding cups	cheese crackers	trail mix
goldfish crackers		100% juice	

### Classroom Parties

Parties may be held in the classroom at the discretion of each homeroom teacher.

Birthdays may be celebrated at school. If you would like to send in treats for your child's birthday, arrangements need to be discussed with the teacher.

### Field Trips

Throughout the year, many classes will take field trips. Permission slips must be signed and on file for any student leaving the building for school sponsored activities. It is up to the teacher and/or principal to keep a student from going on the field trip (due to late work, discipline problems, etc.).

Teachers will make the decision of asking parents to assist in monitoring students on these planned trips. Since watching the elementary age children is a full time job, it is recommended that pre-school age children not be brought along on these trips.

### School Closings

Should it become necessary to close school because of the weather, the superintendent will notify local radio and television stations before 6:00 a.m., if possible. Parents and students should not call the school, school officials, or the radio and television stations. It is essential that those telephone lines be kept open.

Text messaging is available through the Community Bank of Dixon or Bulldog Alert on our school website, [www.dixonr1.yhti.net](http://www.dixonr1.yhti.net)  
Radio stations that list our school closings are:

KJPW 102.3	KFBD 97.9	KZNN 105.3
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### **Health Services**

School nurses in Dixon R-I schools, in cooperation with the Education Service Region's Project VISA (Value In School Attendance), have set the following guidelines for keeping children home from school due to illness.

1. If a rash is present and has not been evaluated by a physician.
2. If your child's oral temperature exceeds 100 degrees, 1 -2 degrees above the child's normal temperature.
3. If your child vomits and continues to experience nausea &/or vomiting.
4. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
5. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
6. If there are signs of conjunctivitis (pink eye) with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a physician. Students with pink eye should be excluded from school for 48 hours.
7. If there are open sores that have not been evaluated by a physician.

### **Head Lice-No Nit Policy**

All students found to have evidence of a head lice infection (lice or nits) will be excluded from school attendance until treatment with a pediculicidal product and all nits have been removed. Please do not send your child to school on the bus with what may be a contagious health problem for the school nurse to check.

### **Administering Medicines to Students**

Students requiring medication MUST bring only the amount needed to leave it in the nurse's office for the students to take the medication at the prescribed times. Students are NOT allowed to carry medication with them unless directed by a physician's written order as approved by the school nurse or principal. Medications are not to be left in backpacks or desks. Students are prohibited from dispensing drugs to other students.

### **Sick Children**

Please make sure we can contact you or someone who can pick your child up in case they are sick. If your child has a fever, or is vomiting, we will need someone to come pick them up as soon as possible. Your cooperation is appreciated. We will work together to keep your children as healthy as possible.

### **Fluoride**

The Dixon R-I Schools provides each child with a weekly fluoride treatment. A signed permission slip is required for this service.

### **Classroom/School Volunteers**

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. Prior to serving as a volunteer, each individual must complete an application for the position, have a satisfactory criminal and arrest records check and have a satisfactory Missouri Division of Family Services check.