



# **MERAMEC VALLEY R-III SCHOOL DISTRICT**

## **School Volunteer Handbook 2019-2020**



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# **The Meramec Valley R-III School District Mission Statement**

***“Together We Make A Difference In  
Doing What’s Best For Kids”***

## BUILDING ADMINISTRATORS, ADDRESSES, PHONE NUMBERS

### **Board of Education Office**

**126 N. Payne Street, Pacific, MO 63069**

Dr. John Mulford, Superintendent

Dr. Carrie Schwierjohn, Assistant Superintendent

Mr. Tom Sauvage, Assistant Superintendent

Dr. Jeff Haug, Chief Financial Officer

Mr. Jeff Pipes, Director of Facilities

Mrs. Ketina Armstrong, Director of Communications

Mrs. Debby Haley, Director of Technology

636-271-1400

636-271-1406 (fax)

### **Pacific High School**

**425 Indian Warpath Dr., Pacific, MO 63069**

Mr. Dan Kania, Principal

Mr. Andy Herbst, Activities Director/Asst. Principal

Mr. Jeff Hermann, Assistant Principal

Mr. Mike Hunter, Assistant Principal

636-271-1414

636-271-1420 (Fax)

### **Riverbend Middle School**

**2085 Hwy N, Pacific, MO 63069**

Dr. Andy Arbeitman, Principal

Dr. Jill Johler, Assistant Principal

636-271-1481

636-271-1485 (Fax)

### **Pacific Intermeditate**

**195 Indian Pride Drive, Pacific, MO 63069**

Mr. Matt Agee, Principal

Mrs. Jessica Tollison, Assistant Principal

636-271-1425

636-271-1465 (Fax)

### **Doris Hoffman Early Learning Center**

**228 Indian Pride Drive, Pacific, MO 63069**

Dr. Stephanie Bechard, Principal/Title I Director/  
Federal Programs Coordinator/ESL

Tina Pittman, Preschool Director

636-271-1464

636-271-1456 (Fax)

### **Coleman Elementary School**

**4536 Coleman Rd., Villa Ridge, MO 63089**

Mrs. Lisa Weirich, Principal

636-742-2133

636-742-2281 (Fax)

**Nike Elementary School** 636-271-1444  
2264 Hwy AP, Catawissa, MO 63015 636-271-1447 (Fax)  
Mr. David Quanz, Principal

**Robertsville Elementary School** 636-271-1448  
4000 Hwy N, Robertsville, MO 63072 636-271-1450 (Fax)  
Mr. Dan Munson, Principal

**Truman Elementary School** 636-271-1434  
101 Indian Warpath Dr., Pacific, MO 63069 636-271-1490 (Fax)  
Dr. Jenna Sladek, Principal

**Zitzman Elementary School** 636-271-1440  
255 S. Indian Pride Drive, Pacific, MO 63069 636-271-1443 (Fax)  
Mr. Keith Orris, Principal

**Parent As Teachers Program** 636-271-1464  
Doris Hoffman Early Learning Center 636-271-1456 (Fax)  
228 Indian Pride Dr., Pacific, MO 63069  
Dr. Stephanie Bechard, Supervisor

**Transportation Office** 636-271-1470  
2256 Hwy AP, Catawissa, MO 63015 636-271-1474 (Fax)  
Mr. Scott Roper, Transportation Director

**Technology Office** 636-271-1402  
136 W. Union Street, Pacific, MO 63069 636-271-1430 (Fax)

**MVR-III Special Services & Alternative Program** 636-271-1459  
119 W. St. Louis Street, Pacific, MO 63069 636-271-1460 (Fax)  
Channa Ransom, Special Education Director

# **Volunteer Involvement**

The Meramec Valley R-III School District encourages and welcomes adult school volunteers. The involvement of all stakeholders in support of student learning will help ensure success for our diverse population. School volunteers provide assistance to children and helps teachers and staff better meet the needs of students. Everyone benefits when a school has active school volunteers.

If you have some time to spare and want to be active in the school district, have an interesting hobby, are skilled in a craft, can talk about your job, enjoy reading to students, are able to tutor in subject areas or share information of your travels, we encourage you to get involved in our schools. In whatever way you choose to help, you can be certain that your contribution is needed and valued. Background checks must be received in district and approved prior to volunteering.

In this handbook you will find valuable information regarding definitions, procedures, volunteer opportunities, guidelines, and tips.

Together we CAN make a difference. School volunteers are an important component in the success of our students. We are delighted that you have chosen to take an active role in the education of our students by volunteering and we look forward to seeing you at school.

## **DEFINITIONS:**

Volunteer - Any parent or person in the community who provides uncompensated service to the district. 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.

Chaperone - Is a volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff, but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties, or other special occasions.

Screened Volunteers - Are volunteers who may periodically be left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of screened volunteers include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or direct chaperoning of students beyond the scope of a regular chaperone described above.

## **PROCEDURES:**

All school volunteers who follow a regular schedule or work individually with students must complete a criminal background and Family Care Safety Registry or the Children’s Division Central Registry of Child Abuse and Neglect check. These checks ensure safety and security of our students, which is our top priority. Background checks must be received in district and approved prior to volunteering.

Remember, volunteers such as tutors, parent readers, office workers, classroom helpers, field trip chaperones, etc. who are required to complete background/fingerprint checks will be considered “screened volunteers.” Infrequent volunteers such as classroom “party” helpers would not be required to complete the checks and will be considered “chaperone volunteers.”

Volunteers will obtain the applications for the background checks from the Human Resource Department at the Administrative offices located at 126 North Payne Street, Pacific, Missouri. The volunteer will be responsible for obtaining and completing all necessary paperwork.

This background check is valid for six (6) years. An information sheet and form is located in the appendix section of this handbook.

### **TYPES OF SCHOOL VOLUNTEERS:**

Field Trip and Excursion Chaperones (Policy IICC)-A field trip is a planned visit outside the classroom taken by students under the supervision of a teacher or other school official for the purpose of extending the instructional activities of the classroom through first-hand experience and participation in functional situations that relate directly to what is being studied. School volunteers may assist by following the procedural guidelines. In order to attend, school volunteers who are charged with the district supervision of students will be required to be a screened volunteer.

If you would like to volunteer with a group that has an impact on decision making, families are encouraged to join the parent-teacher organizations within their school of residence to advocate for good schools. These organizations and other long-range planning committees help support school improvement plans and have parent representation and support. These groups can take the lead in assessing school needs, developing goals and providing much needed assistance. Contact your building school principal to learn more about your local parent teacher organization.

# **GUIDELINES**

Volunteering in the district is a privilege. The Board, superintendent, principal or designee may terminate or decline the services of a volunteer for any reason. (Policy IICC-AP) It is the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers and PTO organizations may select and organize classroom parties unless otherwise directed by the principal using volunteers or chaperones that are never left alone with students.

Volunteers will provide support services but are not substitutes for the professional staff. Volunteers will work under the direction and supervision of district and building staff. Screened volunteers who may work individually with students will have an employee contact person or supervisor to monitor activities with the student and will work under supervision of a designated staff member.

## **TIPS for Volunteers**

- Keep all information obtained from a student's educational record confidential. All school records should be handled with care. It is essential that as a volunteer you are careful to never share information about students with others (FERPA laws).
- Sign in and out of the office when entering or leaving the school.
- Wear a badge to identify yourself to staff and students.
- Follow the same dress code applicable to students.
- Commit to a regular schedule and call in advance to let the school know if you will be absent.
- Be consistent with the teacher's rules for classroom behavior and schedules.
- Encourage students to do their own thinking and give them plenty of time to respond.
- Never be completely alone with a student in an uncomfortable situation.
- Do not search students or students' property.
- Contact staff if you feel that a student's behavior is inappropriate.
- Report all suspected cases of neglect or abuse to the building principal.
- Follow all policies, procedures, and other rules established in the district and all applicable laws (see Policy IICC and Procedures IICC-AP).

Please see confidentiality and nondiscrimination/harassment information included in this handbook. Please review information and submit signed form (also included) to Central Office before any volunteer services are performed.

## **EMERGENCY PROCEDURES**

All volunteers must receive training appropriate to the function they will serve while volunteering.

Providing a safe and clean environment for everyone is a high priority in the Meramec Valley R-III School District. Each room in each school has a building emergency plan. Instructions for handling various situations, such as fire, tornado, and earthquake are described. Evacuation routes are also included. Volunteers must familiarize themselves with this information. These procedures are usually posted by each classroom door.

Every moment counts when a situation arises. Be prepared. The volunteers of Meramec Valley R-III contribute much to the daily operation of the District.



## **Confidentiality**

(Refer to Policy JO)

**The following information must be held in complete confidence at all times:**

### **Student Records (FERPA)**

- Grade cards
- Discipline records
- Health information
- IEPs
- Detention lists
- Addresses and phone numbers
- Grade level
- Pictures

**Categorical Information may not be shared...to prevent violations of:**

### **The Individuals with Disabilities Act**

- FERPA Plus

### **HIPPA-Medical Information**

- Discrimination on the basis of disability

### **Federal Privacy-Social Security Numbers**

- Violates federal law
- Identity theft

### **Free and Reduced Lunch Data**

- Loss of federal funds
- Decrease in participation

### **Important to know how to handle:**

#### **Information from Other Agencies**

“All information received by...any school district pursuant to this section shall remain subject to the same confidentiality requirements as are imposed on the department that originally collected the information....”  
§210.865, RSMo.

#### **Information from the Juvenile Officer or Children’s Division**

“Any information pursuant to this section shall be received in confidence and used for the limited purposes of assuring that good order and discipline is maintained in the school, or for intervention and counseling purposes for the benefit of the child.” §167.122, .123, RSMo.

#### **Safe Schools Act**

“Any information received by school district officials pursuant to this section shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the school.”  
§167.115, RSMo.

### **Information that may be shared when requested:**

- Directory Information

# Discrimination and Harassment is Illegal

(Refer to Policy AC)

## **Examples of Discrimination:**

- Excluding students with disabilities from honors and awards
- Only considering men for a custodian position because the job requires lifting
- Separate tutoring requirement for all students of a particular race that did not score proficient on the MAP
- Only asking students of a particular race if they are “homeless” or “migrant”

## **More Examples:**

- Non-renewing a bus driver because of age
- Favoring students because they go to church with you
- Refusing a promotion to someone because she is pregnant
- Excluding a student from a school activity because she is pregnant

## **Harassment: a form of discrimination**

1. Unwelcome;  
AND
2. Offensive to the reasonable person

## **2 Kinds of Harassment:**

- Quid Pro Quo: Supervisor or person in control conditioning action on sex, date, etc.
- Hostile Environment: Words or actions so pervasively offensive that they alter the working conditions.

## **Examples of Harassment:**

- Conditioning grades or performance reviews on physical actions towards the supervisor
- Racial slurs or jokes
- Allowing students to pick on a student because the student has a disability

- Giving choice work assignments or better evaluations to persons if they date you
- Discussing how biracial children should not have been born

## **More Examples**

- Inappropriate touching of students
- Discussions of sexual activity, sexual innuendo
- Suggestive pictures, calendars
- E-mailing offensive messages
- **A single joke is not harassment.**  
Problem: How do we know it is the first?
- **All offensive conduct from the opposite sex is not necessarily sexual harassment.**
- **Sexual harassment can occur between members of the same sex.**

## **REMEMBER---Students Cannot Consent! Never OK to ...**

- Date a student
- Talk about dating a student in the future
- Kiss or show physical affection of the relationship nature towards a student
- Write love notes to a student
- Use obscene language around a student
- Discuss sexual relationships with a student outside of an approved class curriculum

## **Don't let it happen to you. Don't let it happen to other people.**

## **Required by Board Policy to report.**

## **Could be a crime if you do not report sexual harassment of student.**



JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
OCTOBER 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2019-2020 School Calendar**  
**Meramec Valley R-III Schools**  
 For more info visit [www.mvr3.k12.mo.us](http://www.mvr3.k12.mo.us)

Aug. 6-8	New Teacher Professional Development
Aug. 12-14	All Teacher Professional Development
Aug. 15	Classes Begin
Aug. 28	Late Start - Buses will run 30 minutes later than normal
Sept. 2	Labor Day (No School)
Sept. 11	Late Start - Buses will run 30 minutes later than normal
Sept. 16	No School/Professional Development Day
Sept. 25	Late Start - Buses will run 30 minutes later than normal
Oct. 9	Late Start - Buses will run 30 minutes later than normal
Oct. 11	End of First Quarter (40 Days)
Oct. 18	Conference Break (No School)
Oct. 23	Late Start - Buses will run 30 minutes later than normal
Nov.1	No School/Professional Development Day
Nov. 13	Late Start - Buses will run 30 minutes later than normal
Nov. 25-29	Thanksgiving Break (No School)
Dec. 11	Late Start - Buses will run 30 minutes later than normal
Dec. 20	End of Second Quarter/Early Dismissal (43 Days)
Dec. 23 --Jan.3	Winter Break (No School)
Jan. 6	School Resumes
Jan. 8	Late Start - Buses will run 30 minutes later than normal
Jan. 17	Professional Development (No School)
Jan. 20	Dr. Martin Luther King Jr. Holiday (No School)
Jan. 22	Late Start - Buses will run 30 minutes later than normal
Feb. 12	Late Start - Buses will run 30 minutes later than normal
Feb. 14	No School/Professional Development
Feb. 17	President's Day Holiday (No School)
Feb. 26	Late Start - Buses will run 30 minutes later than normal
Mar. 6	End of Third Quarter (41 days)
Mar. 11	Late Start - Buses will run 30 minutes later than normal
Mar. 16-20	Spring Break (No School)
Mar. 25	Late Start - Buses will run 30 minutes later than normal
Apr. 3	No School/Professional Development Day
Apr. 8	Late Start - Buses will run 30 minutes later than normal
Apr. 10-13	Easter Break (No School)
Apr. 22	Late Start - Buses will run 30 minutes later than normal
May 17	PHS Graduation
May 20	Last Day of School/Early Dismissal (45 days)

First Semester		Second Semester	
August	12	January	18
September	19	February	18
October	22	March	17
November	15	April	19
December	15	May	14
<b>Total 1st Semester</b>	<b>83</b>	<b>Total 2nd Semester</b>	<b>86</b>

JANUARY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
MAY 2020						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
JUNE 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

\*This calendar includes sixty (60) inclement weather hours.  
 \*\*No make-up days/hours are required for inclement weather as the sixty (60) built-in hours meets the maximum state requirement  
 Further revisions to the school calendar will be decided in the best academic interest of students by the Superintendent/Board of Education.

# **APPENDIX**

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

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### **General Rule**

Meramec Valley R-III School District prohibits any and all forms of unlawful harassment and discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in the admission and access to, treatment of, and employment in its programs, services and activities.

Meramec Valley R-III School District also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

Meramec Valley R-III School District is an equal opportunity employer, and it is the policy of the district to provide equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention and promotion, and to maintain a work environment for its employees that is free from unlawful discrimination, harassment and retaliation.

It is the policy of Meramec Valley R-III School District to provide and maintain a learning environment that is free from discrimination and harassment in accordance with this policy.

It shall be a violation of district policy for students or district personnel to unlawfully harass, discriminate or retaliate against any other students or school personnel on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

All employees, students, parents and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges

sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

### **Definitions**

*Compliance Coordinator* – The individual responsible for implementing this policy, including the acting compliance coordinator when he or she is performing duties of the compliance coordinator.

*Discrimination* – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*District Personnel* – For the purposes of this policy, district personnel includes School Board members, employees, agents, volunteers, contractors and other persons subject to the supervision and control of the Meramec Valley R-III School District.

*Good-Faith Report or Complaint* – For the purposes of this policy, a good-faith report or complaint means that the person reporting or complaining has an honest belief that he or she has been subjected to unlawful discrimination, harassment or retaliation or that someone else has been subjected to unlawful discrimination, harassment or retaliation. For the purposes of this policy, a person participates or assists in an investigation in “good faith” when he or she provides information to the best of his or her knowledge and belief to those persons empowered by the district to carry out an investigation.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance coordinator.

*Harassment* – For the purposes of this policy, harassment includes both person-to-person and electronic communication. Harassment may consist of:

1. *Electronic Transmissions* – Threats or insults transmitted via a written format (internet, text message, e-mail, personal digital assistant (PDA), or wireless handheld device) or a graphic format (video, camera, cell phone).
2. *Nonverbal Conduct* – Stalking, gestures or suggestive body movements, display of sexual pictures or drawings, and exclusion from a peer group.
3. *Physical Conduct* – Uncomfortable proximity, grabbing/touching, physical violence, theft or damaging property.
4. *Verbal Conduct* – Threats, taunts, name calling and put-downs, insults, whistles or rude noises, comments about a person's body, sexual remarks/requests, extortion.
5. *Written Communications* – Includes, but is not limited to, notes, letters, pictures and drawings.

Such conduct that interferes with the educational process is considered harassment whether it takes place on or off district property, at any district-sponsored function or in a district vehicle.

*Sexual Harassment* – For the purposes of this policy, sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, sexual flirtations, offensive talk of a sexual nature, graphic or suggestive comments about an individual's body or sexuality, sexually degrading words, uninvited touching or teasing, physical aggression or hostility, and/or any other verbal or physical conduct or communication of a sexual nature when:

1. Such conduct is directed against an individual causing him or her to believe that he or she must submit to the unwelcome conduct in order to participate in or benefit from a district program or activity;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment with the district;
3. Such conduct has the purpose or effect of substantially and unreasonably interfering with a student's educational performance or creating an intimidating, threatening or abusive educational environment;
4. Such conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include:

1. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

2. Talking about one's sexual activity in front of others.
3. Touching, patting, grabbing or pinching another person's intimate parts.
4. Spreading rumors about another person's sexual activities.
5. Displaying sexually suggestive objects.
6. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
7. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
8. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
9. Comments about an individual's body, sexual activity or sexual attractiveness.
10. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
11. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature

*Harassment Based on Race or Color* – For the purposes of this policy, harassment of an individual based on his or her race or color consists of verbal or physical conduct relating to an individual's race or color when:

1. Such conduct is directed against an individual causing him or her to believe that he or she must submit to the conduct in order to participate in or benefit from a district program or activity;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment with the district;
3. Such conduct has the purpose or effect of substantially and unreasonably interfering with a student's educational performance or creating an intimidating, threatening or abusive educational environment;
4. Such conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute harassment because of race or color include:



1. Name-calling.
2. Racial slurs.
3. Directing threatening or intimidating conduct at another because of his or her race or color.
4. Pejorative or racially demeaning jokes.
5. Displaying racially demeaning objects or cartoons.

*Harassment Based on National Origin or Ancestry* – For purposes of this policy, harassment of an individual based on his or her national origin or ancestry consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. Such conduct is directed against an individual causing him or her to believe that he or she must submit to the conduct in order to participate in or benefit from a district program or activity;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment with the district;
3. Such conduct has the purpose or effect of substantially and unreasonably interfering with a student's educational performance or creating an intimidating, threatening or abusive educational environment;
4. Such conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute harassment based on national origin or ancestry include:

1. Name calling.
2. Ethnic slurs.
3. Directing threatening or intimidating conduct at another because of his or her national origin, ancestry or ethnicity.
4. Pejorative or demeaning jokes relating to one's national origin, ancestry or ethnicity.
5. Displaying written or graphical material containing derogatory, demeaning or degrading ethnic stereotypes.

*Harassment Based on Disability* – For purposes of this policy, harassment based on an individual’s disability consists of verbal or physical conduct relating to an individual’s physical or mental impairment when:

1. Such conduct is directed against an individual causing him or her to believe that he or she must submit to the conduct in order to participate in or benefit from a district program or activity;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment with the district;
3. Such conduct has the purpose or effect of substantially and unreasonably interfering with a student’s educational performance or creating an intimidating, threatening, or abusive educational environment;
4. Such conduct is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute harassment because of disability include:

1. Name calling.
2. Jokes based on an individual’s physical or mental disability.
3. Directing threatening or intimidating conduct at another because of his or her physical or mental disability.
4. Pejorative or demeaning jokes relating to one’s disability.
5. Written or graphical material that is derogatory, demeaning or degrading to individuals based on their disabilities.

### **Compliance Coordinator**

The Board designates the following individual to act as the district’s compliance coordinator:

Assistant Superintendent

126 North Payne Street

Pacific, MO 63069

Phone: 636-271-1400/Fax: 636-271-1406

In the event the compliance coordinator is unavailable or is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the acting compliance coordinator:

Superintendent

126 North Payne Street

Pacific, MO 63069

Phone: 636-271-1400/Fax: 636-271-1406

The compliance coordinator or acting compliance coordinator will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Meramec Valley R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate with the district's law enforcement unit to determine whether any reported crimes on district property or involving district students or personnel constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.

11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

### **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Meramec Valley R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

### **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance coordinator or acting compliance coordinator. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance coordinator any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance coordinator or acting compliance coordinator. If a person refuses or is unable to submit a written complaint, the compliance coordinator will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance coordinator otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

### **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

## **Grievance Process**

### **Student Complaints/Reports of Unlawful Discrimination, Harassment and Retaliation**

Students who believe they have been subjected to unlawful discrimination, harassment or retaliation based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law by any student, employee of the district, or any other person under the supervision and control of the district, should immediately bring their concerns or complaints to the attention of a teacher, the principal, the superintendent or the compliance coordinator. The district encourages students to use the district's Grievance Form (which is available in the principal's office) to report incidents or complaints of unlawful discrimination, harassment or retaliation, but oral reports shall be considered as well as written complaints. Students will be provided with a reasonable opportunity to identify witnesses having personal knowledge of any incident of unlawful discrimination, harassment or retaliation and to provide any other relevant evidence of unlawful discrimination, harassment or retaliation. The district will respond to male and female students' complaints of discrimination, harassment or retaliation promptly and appropriately, with the same degree of seriousness.

In each school building, the principal is the person responsible for receiving oral or written reports and complaints of unlawful discrimination, harassment or retaliation. Any district employee, Board member, district volunteer or other person subject to the supervision and control of the district who receives a report or complaint of unlawful discrimination and harassment should immediately notify the principal of such report or complaint. Upon receipt of any such report or complaint of unlawful discrimination, harassment or retaliation involving a student, the principal shall immediately notify the compliance coordinator. If the report or complaint was given orally, the principal shall personally reduce it to written form within 24 hours and forward it to the compliance coordinator. If the report or complaint involves allegations that the principal engaged in any unlawful discrimination, harassment or retaliation, the report or complaint should be made or filed directly with compliance coordinator.

### ***Investigating Student Reports/Complaints***

Upon receipt of a report or complaint alleging unlawful discrimination, harassment or retaliation, the coordinator will conduct a prompt, impartial investigation. The compliance coordinator may designate a third party or other district officials to assist in the investigation. The investigation may consist of personal interviews with the reporting party/complainant, the individual(s) against whom the complaint is filed, and others who have any knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

In determining whether a violation has occurred, the district will consider all relevant factors, including the nature of the behavior, the frequency of the conduct, the severity of the conduct, the ages of the parties involved, the relationship between the alleged harasser(s) and the victim(s), and the context in which the alleged incidents occurred.

The district shall complete its investigation within 14 days of the compliance coordinator's receipt of the report/complaint. Within five business days after the district's completion of its investigation, the district shall notify the complainant/reporting party in writing of the results of its investigation in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser(s).

### ***Responding to Student Reports/Complaints***

If the district's investigation substantiates the validity of the report/complaint of unlawful discrimination, harassment or retaliation, the district will take prompt, appropriate action(s), commensurate with the severity of the conduct, to remediate the violation and prevent and deter similar violations/conduct from occurring in the future. Appropriate actions may include, but are not limited to, counseling, parent-teacher conferences, warning, suspension, exclusion and expulsion. In the event that the evidence suggests that the conduct at issue may also constitute a crime, the Board will also direct the compliance coordinator to report the results of the investigation to the appropriate law enforcement agency.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

The district will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible. Investigations will be conducted with full recognition of the rights of all parties involved. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Any district student who makes a good-faith report or complaint of unlawful discrimination or harassment or who, in good faith, participates or assists in any investigation into any such report or complaint, shall not be subjected to retaliation for doing so.

### **Employee Complaints/Reports of Unlawful Discrimination, Harassment and Retaliation**

District employees who believe that they are being subjected to unlawful discrimination, harassment or retaliation based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law by any employee of the district or any other person under the supervision and control of the district, should immediately report their complaints/concerns to their immediate supervisors. Employees may report concerns to other administrators within the district, but it is essential that reports be made to someone with the authority and obligation to act upon the concern.

Any supervisor/administrator who receives any report or complaint of unlawful discrimination, harassment or retaliation must notify the compliance coordinator within 24 hours or within a reasonable time thereafter. Oral complaints of unlawful discrimination, harassment or retaliation will be put in writing by either the complainant or the person who

receives the complaint and should be signed by the complainant. The complainant's refusal to sign a complaint shall not be a reason upon which the district may refuse to investigate any such complaint.

### ***Investigating Employee Reports/Complaints***

Upon receipt of an employee's report or complaint of unlawful discrimination, harassment or retaliation, the compliance coordinator will conduct a prompt, impartial investigation of the complaint. The compliance coordinator may designate a third party or other district officials to investigate the complaint or to assist in the investigation of the complaint. In the event that the complaint or report includes allegations that the compliance coordinator has engaged in any unlawful discrimination, harassment or retaliation, the superintendent shall designate a third party or other district officials to investigate the complaint or assist in the investigation of the complaint. The investigation may consist of personal interviews with the reporting party/complainant, the individual(s) against whom the complaint is filed, and others who have any knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

In determining whether a violation has occurred, the district will consider all relevant factors, including the nature of the behavior, the frequency of the conduct, the severity of the conduct, the ages of the parties involved, the relationship between the alleged harasser(s) and the victim(s), and the context in which the alleged incidents occurred.

The employee will be given a reasonable opportunity to identify witnesses having personal knowledge of any incident of unlawful discrimination, harassment or retaliation and provide any other relevant evidence of unlawful discrimination, harassment or retaliation relating to his or her complaint. The district will respond to male and female employees' complaints of discrimination, harassment or retaliation promptly, appropriately and with the same degree of seriousness.

The district will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible. Investigations will be conducted with full recognition of the rights of all parties involved. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

The district shall complete its investigation within 14 days after the compliance coordinator's receipt of the report/complaint. Within five business days after the district's completion of its investigation, the district shall notify the complainant/reporting party in writing of the results of its investigation in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser(s).

### ***Responding to Employee Reports/Complaints***

If the investigation substantiates the validity of the complaint of unlawful discrimination, harassment or retaliation, the district will take appropriate disciplinary action against the offender(s) commensurate with the severity of the conduct, up to and including termination of employment. If the offender is a student, disciplinary action will be taken in accordance with the Board's established policies. If the offender is not an employee of the district but is within the supervision and control of the district, the district will take appropriate action within the scope of its authority to eliminate and redress the situation.

In the event that the evidence suggests that the conduct at issue may also constitute a crime, the Board will also direct the compliance coordinator to report the results of the investigation to the appropriate law enforcement agency.

If the allegations are not substantiated, the matter will be designated as unresolved, and the investigation file will be maintained by the assistant superintendent of personnel and student services in a file separate and apart from any student or personnel file.

Any district employee who makes a good-faith report or complaint of unlawful discrimination, harassment or retaliation or who, in good faith, participates or assists in any investigation into any such report or complaint, shall not be subjected to retaliation for doing so.

### **Parent/Guardian or Citizen Complaints of Unlawful Discrimination, Harassment and Retaliation**

If a parent/ guardian of a district student or other citizen believes that any district employee or other person under the control and supervision of the district is unlawfully discriminating against, harassing or retaliating against any district student or district employee on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, the parent/guardian/citizen should immediately bring the concern or complaint to the attention of the principal, the superintendent or the compliance coordinator.

Meramec Valley R-III School District encourages the reporting party or complainant to use the district's Grievance Form (which is available from the principal of each building or from the district's office), but oral reports shall be considered complaints as well. Use of formal reporting forms is encouraged but not mandated. Nothing shall prevent any person from reporting unlawful discrimination, harassment or retaliation directly to the superintendent.

The parent/guardian/citizen will be given a reasonable opportunity to identify witnesses having personal knowledge of any incident of unlawful discrimination, harassment or retaliation and to provide any other relevant evidence of unlawful discrimination, harassment or retaliation relating to his or her complaint.

The district will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible. Investigations will be conducted with full recognition of the rights of all parties involved. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### ***Investigating Parent/Guardian or Citizen Reports/Complaints***

The district will conduct a thorough and impartial investigation into all such reports or complaints of unlawful discrimination, harassment or retaliation, and evaluate any evidence submitted by the complainant/reporting party in support of his or her complaint. The district shall complete its investigation within 14 days after its receipt of the report/complaint. The district may designate a third party or other district officials to assist in the investigation. Within five business days after the district's completion of its investigation, the district shall notify the complainant/reporting party in writing of the results of its investigation in accordance with state and federal laws regarding date or records privacy, and consistent with the privacy rights of the alleged harasser(s).



### ***Responding to Parent/Guardian or Citizen Reports/Complaints***

If the investigation substantiates the validity of the complaint of unlawful discrimination, harassment or retaliation, the district will take appropriate action within the scope of its authority to eliminate and redress the discrimination, harassment or retaliation. If the offender is a student, disciplinary action will be taken in accordance with the Board's established policies. If the offender is an employee of the district, the district will take appropriate disciplinary action against offender commensurate with the severity of the conduct, up to and including termination of employment. If the offender is not an employee of the district but is under the supervision and control of the district, the district will take appropriate action within the scope of its authority to eliminate and redress the situation. In the event that the evidence suggests that the conduct at issue may also constitute a crime, the Board will also direct the compliance coordinator to report the results of the investigation to the appropriate law enforcement agency.

Parents/Guardians or citizens who make a good-faith report or complaint of unlawful discrimination, harassment or retaliation, or who, in good faith, participate or assist in any investigation into any such report or complaint, shall not be subjected to retaliation for doing so.

### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance coordinator or acting compliance coordinator and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Effective: 07/01/2013

## **TOBACCO-FREE DISTRICT**

To promote the health and safety of all students and staff, the district prohibits all employees, students, patrons and contractors, as well as any group or organization contracting district facilities for public or private use, from smoking or using tobacco or tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, properties, campuses, vehicles, on district grounds and at any district-sponsored event or activity while off campus. District employees are also prohibited from smoking and using tobacco products, electronic cigarettes or imitation tobacco or cigarette products off district property if the employee is performing duties in the presence of students, families or patrons.

For the purpose of this policy, smoking will mean possession of burning tobacco in the form of a cigarette, cigar, pipe or other smoking equipment. Tobacco products include both smoking and smokeless tobacco items.

This prohibition does not apply to any private residence or any portion of a non-district facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

### **Consequences**

Any violation of this policy by staff shall be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly, based on policies and procedures for the suspension and dismissal of staff.

Violations of this policy by students will be addressed according to the student discipline policy.

Citizens who are observed smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products on district property shall be asked to refrain. If an individual fails to comply with the request, his or her violation of policy will be referred to the building principal or other supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave the activity. Repeated violations will result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Effective: 07/01/2013  
Meramec Valley R-III

Date Adopted 5/15/2013  
Last Revised: 5/21/2014

### **SCHOOL VOLUNTEERS**

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will ensure that screening and criminal background checks are conducted before any volunteer is placed in a position where he or she will be left alone with a student and for all volunteers who follow a regular schedule. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 03/20/2013, eff. 07/01/2013

## SCHOOL VOLUNTEERS

### Definitions

*Volunteer* -- Any parent or person in the community who provides uncompensated service to the district. 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.

*Chaperone* -- A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.

*Screened Volunteer* -- A volunteer who may periodically be left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students.

### All Volunteers

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. It shall be the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers may select and organize chaperones, unless otherwise directed by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer’s services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for the professional staff. Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor to monitor activities with students.

All volunteers will be given a copy of the following rules:

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or designee.

3. Volunteers will not transport students.
4. Volunteers will keep all information obtained from a student's education record confidential.
5. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
6. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
7. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
8. Volunteers will use universal precautions to avoid contact with body fluids.
9. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district's computers.
10. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
11. Volunteers will not search students or student property.
12. Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
13. Volunteers will notify the district in advance of foreseeable absences.
14. Volunteers must sign in and out of the office when entering or leaving the school, must wear an identification badge while in the building, and must document the hours volunteered in the school.
15. Volunteers must report suspected cases of abuse or neglect to the building principal.
16. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

### **Screened Volunteers**

1. District staff must direct persons wishing to serve as a screened volunteer to the superintendent or designee's office for volunteer certification. Supervisors of activities that may require overnight volunteers are encouraged to

recruit and certify volunteers at the beginning of the school year because the process may take several weeks or months to complete.

2. Screened volunteers must consent to and complete a criminal background check prior to being left alone with a student and may be required to submit additional information at the superintendent or designee's discretion. All information collected regarding screened volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.
3. Only screened volunteers may have access to student education records. However, such access is limited to instances where access is necessary for the volunteer to assist the district, and such access must be supervised by staff members.
4. The building principal or designee will provide appropriate training for all screened volunteers.

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: 03/20/2013, eff. 07/01/2013

Type: Policy  
Descriptor Code: JO  
Title: **STUDENT RECORDS**  
Status: ADOPTED

*(K–12 Districts)*

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Definitions**

*Eligible Student* – A student or former student who has reached age 18 or is attending a postsecondary school.

*Parent* – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

*Student* – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records

to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

## **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to



raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Effective: 07/01/2013

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**Meramec Valley R-III**

**Last Revised Date: 9/20/2017**  
**Original Adopted Date: 4/17/2013**

# Meramec Valley R-III School District Volunteer Background Check

Web site: [www.mocriminalrecords.com](http://www.mocriminalrecords.com)  
Click on: Meramec Valley R-III School District Volunteers  
Follow the directions on the Log-in Page  
(Please make note of the ACCOUNT NAME and PASSWORD  
before selecting Request a Search)

**The charge for this background check is \$17.00 and must be charged to a  
VISA or MasterCard**

All of the record searches that are processed are conducted by the  
Missouri State Highway Patrol Criminal Records Division (CRID).  
This service has been approved for the  
Meramec Valley R-III Volunteer Background checks.

Please note that by using this link, a copy of your background check will automatically be sent to the  
Meramec Valley R-III School District.  
The school that you will be volunteering at will be notified of the results of the background check.

If you do not have access to the internet, please contact Central Office to have a background check  
conducted.

# REQUEST FOR CRIMINAL RECORD CHECK

PLEASE PRINT OR TYPE

## GENERAL INFORMATION

Name Last First Middle Jr./Sr.

Maiden/Alias Last First Middle Jr./Sr.

Sex	<input type="checkbox"/>	Date of Birth (MM/DD/YYYY)	Social Security Number
	<input type="checkbox"/>		
	Male		
	Female		

Address	Street - P.O. Box	City	State	Zip Code
		Phone No.		

<b>Child's Name:</b>	<b>School He/She Attends</b>
	Pacific High School <input type="checkbox"/>
	Pacific Intermediate <input type="checkbox"/>
	Riverbend Middle School <input type="checkbox"/>
	Doris Hoffman Early Learning Center <input type="checkbox"/>
	Coleman <input type="checkbox"/>
	Nike <input type="checkbox"/>
	Robertsville <input type="checkbox"/>
	Truman <input type="checkbox"/>
	Zitzman <input type="checkbox"/>

Processing Fee: **\$17.00**

Make Checks Payable To: **MVR III**

Form may be returned to child's building or to Central Office

This background check is valid for 6 years

# Family Care Safety Registry

## How does a person register?

A person may register in one of two ways:

- By submitting a completed **Worker Registration Form** (available at Central Office), a photocopy of their Social Security card, and the \$14.00 registration fee (if applicable), paid by check or money order, to the Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO, 65102.
- By **online registration**, [www.health.mo.gov/safety/fcsr](http://www.health.mo.gov/safety/fcsr). When registering online, payment is made by credit or debit card. You will be charged a non-refundable \$14.00 registration fee and an additional \$1.25 processing fee.

## What is the Family Care Safety Registry?

Missouri's Family Care Safety Registry (FCSR) was established by law to promote family and community safety. The registry helps to protect children, seniors, and the disabled by providing access to background information. Background information consists of Missouri data only and is obtained from the following sources:

- **State criminal records maintained by the Missouri State Highway Patrol**
- **Sex Offender Registry information maintained by the Missouri State Highway Patrol**
- **Child abuse/neglect records maintained by the Missouri Department of Social Services**
- **The Employee Disqualification List maintained by the Missouri Department of Health and Senior Services**
- **The Employee Disqualification Registry maintained by the Missouri Department of Mental Health**
- **Child-care facility licensing records maintained by the Missouri Department of Health and Senior Services**

**Foster parent licensing records maintained by the Missouri Department of Social Services**

**VALLEY R-III SCHOOL DISTRICT  
CONFIDENTIALITY/ANTI-DISCRIMINATION/HARASSMENT FORM**

My signature below is an acknowledgement that I understand the requirement of confidentiality in dealing with student staff records. I have been advised of the state and federal laws affecting a breach of confidentiality. A breach of confidentiality or the discrimination/harassment policies may result in personal liability and will result in loss of volunteer opportunities with the Meramec Valley R-III School District.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date