

Hello!

Thank you for your interest in volunteering for the Lincoln County R-III School District. We value the time and effort our volunteers devote to helping the District fulfill its mission to educate students to achieve excellence through trusting relationships and superior instruction.

Prior to volunteering, volunteer applicants must review the enclosed information, sign and date the last two pages of this packet and return it to the Principal of a school in which you wish to volunteer. Additionally, as required by State law, the District does require volunteers to have a fingerprint criminal background check prior to potentially being unsupervised while with students. Volunteer applicant's fingerprints will be submitted to the Missouri State Highway Patrol for a search of the criminal history repository and forwarded to the Federal Bureau of Investigation for a search of the federal criminal history files. The current cost of the fingerprint criminal background check is \$41.75. Volunteer applicants who have already submitted a fingerprint criminal background check using the District's unique code and have chosen to remain active with the District should not need to be reprinted.

Upon receipt of the signed enclosed forms, the Principal will provide you information necessary to complete the background check process, as well as any other requirements.

Please note that submission of this application and completion of the background check process does not guarantee that your services will be utilized as a volunteer. As we continue to navigate the current global Pandemic, volunteer opportunities may be limited during the 2022- 2023 school year. The District reserves the right to deny volunteer applicants in the interest of student health or safety.

Individuals who wish only to be a visitor on campus are not required to complete this volunteer packet or the fingerprint criminal background check process. Visitors will need to present a photo ID and sign into the District's visitor management system if visiting a school during the instructional day.

To provide clarification, the District is defining volunteers and visitors as listed below:

**Volunteer:** Individuals who assist our school on an uncompensated basis and who are periodically be unsupervised while with students will be considered volunteers. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; attend field trips or chaperone students on overnight trips.

**Visitor:** Individuals who are not providing a service to the school or students will be considered visitors. These individuals may be on campus to interact with their child(ren) or attend activities.

Questions regarding the volunteer process or application may be directed to the Director of Human Resources Sarah Schmanke at 636.462.5194 or [schmanks@troy.k12.mo.us](mailto:schmanks@troy.k12.mo.us).

The District looks forward to partnering with you to enhance the educational opportunities for our students!



## **STUDENTS**

## **Policy 2655**

### **Discipline**

#### **Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

**Equal Opportunity**

**Prohibition Against Harassment, Discrimination and Retaliation**

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics 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).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Title and/or Name: Director of Human Resources and/or Director of Student Services  
Address: 951 W College, Troy, MO 63379  
Number: 636.462.5194 or 636.462.4981

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

**Equal Opportunity**

**Prohibition Against Sexual Harassment and Retaliation under Title IX**

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following individuals are designated and authorized as the District's Title IX Coordinators, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Title and/or Name: Director of Human Resources and/or Director of Student Services  
Address: 951 W College, Troy, MO 63379  
Number: 636.462.5194 or 636.462.4981

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

**Reporting Child Abuse and Neglect**

The Board of Education believes that those who work with children are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being.

If an individual has a reasonable belief, including a student report of abuse or neglect, to believe that a student has been or maybe subjected to abuse or neglect, the individual should forward the information immediately to a District administrator and the Missouri Children's Division. Reports of child abuse or neglect can be made to the Children's Division by telephoning the Abuse Hotline at 1-800-392-3738. The call will be logged with the date, time and nature of the report.

## ACKNOWLEDGEMENT RELATED TO COVID19

I hereby agree that at all times while on Lincoln County R-III School District property I will follow the District COVID19 precautions and safety protocols set forth in the District's Continuity of Services Plan, directed by building administrators, and/or provided herein.

I hereby agree that I will not go on District property or to a District activity, or will leave immediately if already in attendance, if I experience:

One of the following symptoms: new or worsening cough, shortness of breath, difficulty breathing, new loss of taste or smell, fever OR

At least two of the following symptoms: chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea

I hereby agree that if I learn that I am a close contact to a person who has been identified as having COVID19 through testing or meeting the probable case criteria I will not go on Lincoln County R-III School District property until approved to return by the District's Health Coordinator in accordance with current District quarantine guidelines.

I hereby agree that I will immediately notify the Lincoln County R-III School District Human Resources Department at 636-462-5194 or [HR@troy.k12.mo.us](mailto:HR@troy.k12.mo.us) if I seek COVID19 testing or test positive for COVID19 and have been on District property with students or staff in the 48 hours prior to seeking testing or experiencing COVID19 symptoms.

I have read this acknowledgement carefully, fully understand its contents and sign it voluntarily.

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

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

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



## Volunteer Acknowledgment

### Bullying Reporting

The undersigned Volunteer acknowledges that he/she has reviewed the Lincoln County R-III School District's Bullying Policy (Policy 2655). The Volunteer further agrees that if he/she witnesses the bullying or hazing of a District student, he/she will report it the building principal within 2 school days. A Bullying Incident Report Form may be found at <https://bit.ly/2SEZzN3>.

### Responsible Use of District Technology

The Lincoln County R-III School District promotes educational excellence by providing access to electronic-based information technology. The use of the District's technology and electronic resources is a privilege. The Volunteer agrees that if he/she is permitted access to District Technology he/she will:

- Maintain a high level of professional and personal responsibility;
- Display digital citizenship;
- Abide by generally accepted rules of electronic network etiquette and not share personal information other than as required by the District;
- Know the District filters Internet content;
- Understand all electronic activity is monitored;
- Protect system usernames and passwords and not share with others; and Report any violations of electronic usage.

### The Lincoln Co. R-III School District will NOT be responsible or liable for any of the following:

- Information retrieved or lost through the District's network
- Information stored by users on the District's hard drives, file servers, or other media
- Damage to personal property as a result of accessing the District's network

### Confidentiality Agreement

The undersigned Volunteer acknowledges that while volunteering for the Lincoln County R-III School District, volunteers may obtain access to confidential information regarding students and their families. Therefore, the Volunteer specifically agrees to hold any information, whether oral or written, concerning any child or his or her family as confidential and privileged by law. Volunteer agrees not to disclose information without the proper authorization, in accordance with state and federal law, including but not limited to, the Missouri Safe Schools Act; the Missouri Open Meetings Act, Mo. Rev. Stat. 610.010 et seq.; the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794; the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.; the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.; and Interagency agreements. Volunteer understands that release of information in oral or written form to any unauthorized person is prohibited and may be grounds for legal action and/or removal from Lincoln County R-III School District Volunteer Eligibility List.

By signing this form, I agree to comply with District Board of Education Policies and Regulations. I agree that I have reviewed and under the information herein including but not limited to Policy 2655, Policy 1300, Policy 1301, Reporting Child Abuse and Neglect, the Responsible Use of District Technology and the Confidentiality Agreement. I further acknowledge that I am serving in a volunteer capacity without any expectation of compensation.

---

Print Volunteer Name

---

Signature of Volunteer

---

Date