

Ferguson-Florissant School District



VOLUNTEER HANDBOOK

2016 - 2017

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INTRODUCTION

The Ferguson-Florissant School District encourages and welcomes volunteers! We greatly appreciate your time, talents and dedication to our students. Many opportunities for volunteer participation are available. If you have some spare time and want to be active in the school district, have an interesting hobby, are skilled in a craft, can talk about your job, 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.

In this handbook you will find information regarding how to sign up to be a volunteer, forms you will need to complete, applicable Board of Education policies and regulations, how to access ENEWS, and much more.

Together we will make a difference. You 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!

Ferguson-Florissant School District



VOLUNTEERS

Procedures: Please submit the necessary paperwork for volunteering to Ms. Jannick in the Office of Family and Community

Engagement electronically in the back of this handbook. She can be reached at (314) 506-9162 or cjannick@fergflor.org.

1. The Office of Community and Parent Engagement is located in the Ferguson-Florissant School District Administration Center at 1005 Waterford, Florissant, MO 63033 in Building B.
2. Volunteer and background check applications will need to be completed. There is no cost to volunteers for helping with students as long as a District staff member is present at all times.
3. If you are going to volunteer in a capacity where you may be left alone with a student or group of students, you will need to secure a fingerprint check. The volunteer applicant shall pay the fee to the appropriate reporting agency and the Division of Family Services. The current cost for a fingerprint check is \$44.80. Instructions will be provided on how to secure a fingerprint check.
4. The office where the application is submitted will forward the application to the appropriate agency.
5. Results of the background check will be submitted to the Director of Family and Community Engagement for approval.
6. Once the Director of Family and Community Engagement has reviewed your information, Ms. Jannick will email or call you regarding your status.
7. All approved volunteers will be issued a Ferguson-Florissant School District volunteer ID badge.

All volunteer forms can be found at the end of the Volunteer Handbook

VOLUNTEER INFORMATION

School volunteers make a difference!

Code of Ethics for Volunteers:

- To commit to always doing what is in the best interest of each student.
- To always keep student information CONFIDENTIAL.
- To understand that each student is unique and cannot be compared to another.
- To never be alone with or put a student in an uncomfortable situation.
- To learn from the many different teaching methods used by the staff.
- To appreciate that there is no one best way to teach all students.
- To work positively for the good of the students, the school, and the district.

How Children Learn:

- Children learn by doing, not by passive observation.
- Children learn by asking questions and searching for answers to their questions.
- Children learn by discovery.
- Children learn by using all their senses when possible.
- Children learn by experimenting.
- Children learn by sorting and combining objects.
- Children learn by repeating experiences.
- Children learn by building confidence in themselves.

Tips for Volunteers:

- *Praise and encourage the students.*
- *Be friendly, enthusiastic, caring, patient, and supportive when working with students.*
- *Develop rapport with the students.*
- *Encourage students to do their own thinking and give them plenty of time to respond.*
- *Catch students when they are being good and compliment them.*
- *Be respectful and treat individuals in the same manner as you wish to be treated.*
- *Recognize the individuality of each student.*
- *Be consistent with the teacher's rules for classroom schedules and behavior.*
- *Return items to their appropriate location before leaving.*
- *Commit to a regular schedule and call in advance to let the school know you are going to be absent.*
- *Sign in when you arrive, wear your badge, and sign out when you leave.*
- *Cooperate and communicate with staff and students.*
- *Maintain a sense of humor.*
- *Give students a choice only when you intend to abide by the choice.*
- *State directions in a positive form "walk in the halls" rather than, "don't run".*
- *Dress and groom so as to be an appropriate role model.*

Celebrate that you have made a difference!

UNIVERSAL PRECAUTIONS

The term "universal" in Universal Precautions indicates that precautions are to be taken at all times and in all situations.

Universal Precautions involve the following measures:

1. Appropriate barrier precautions should be used to avoid skin or mucous membrane contact with any of the body fluids (blood, urine, feces, mucous, saliva). Such barrier precautions can, based on the given situation, include the use of standard medical vinyl or latex gloves along with protective eyewear or masks. If potential contact with a significant amount of blood is anticipated, latex gloves are preferred.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated. Hands should be washed immediately after gloves are removed.
3. If any body fluids come in contact with the mucous membrane surfaces of the mouth or nose, the area should be vigorously flushed with water. If the mucous membrane surfaces of the eye are contaminated, they should be irrigated with clear water, or saline solution or sterile irrigates designed for the purpose.
4. Precautions should be taken to avoid injury with sharp instruments contaminated with blood. Sharp items such as x-acto knives should be placed in puncture-resistant, leak proof containers for disposal.
5. Persons providing health care who have excessive oozing fluids from skin lesions or weeping dermatitis should refrain from all direct student care, and from handling student-care equipment, until the condition resolves.

What should be done if skin contact occurs?

In many instances, unanticipated skin contact with body substances may occur in situations where gloves may not be immediately available, such as when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, or helping a child in the bathroom. In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other non-disposable items, such as towels, should be rinsed and placed in plastic bags prior to laundering them. If pre-soaking, is required to remove stains, use gloves while rinsing or soaking items prior to bagging. Clothes should be sent home for washing with appropriate directions to parents. Contaminated disposable items such as tissues, paper towels, diapers, should be handled with disposable gloves and disposed of in a plastic bag.

How should spilled body substances be removed from the environment?

Each school has standard procedures already in place for removing body substances. These procedures should be reviewed to determine if the appropriate cleaning and disinfection steps have been included. All schools stock sanitary absorbent agents specifically intended for cleaning body substance spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be cleaned in a disinfectant. No special handling is required for vacuum equipment. The area should be scrubbed with a disinfectant.

Recommendations for infection control in the classroom:

1. Hand washing technique taught to staff and students.
2. Adequate hand washing facilities: running water, liquid soap, paper towels
3. Time provided for students and staff to wash hands after toileting
4. Tissues available in the classroom
5. Students and staff should have all lesions and cuts covered with a bandage.
6. All waste baskets lined with plastic liners. Never reuse plastic bags.
7. All potentially contaminated areas should be sanitized at least daily.
8. Mop water must be changed after a body substance clean-up.
9. Cleaning sponges should not be used in the classroom.
10. Disposable dishes should be used in the classroom.
11. Sharp broken glass, razor blades, etc. should not be picked up with hands, use brush and dustpan. Always place broken glass and sharp objects in a hard sided, sealed container before placing it in the trash.
12. Animals: Guidelines should be in places that recognize animals carry and transfer diseases to humans.
 - Keep animals in closed cages that have floors. Do not allow them to roam freely in the classroom.

- If the animal has symptoms of illness, such as diarrhea, drainage or crusting of the eyes or ears, or hair loss, it should be examined by a veterinarian.
- All litter boxes should be placed within the animal's cage so that fecal matter does not come in contact with the classroom floor.
- If a student is assigned to clean the litter box, they must wear plastic gloves and be supervised.
- Any bite or scratch by an animal must be washed thoroughly with soap and water. Vigorous washing with soap and water reduces the likelihood of transmission of the rabies virus if the animal is rabid. All bites and scratches inflicted by animals must be reported to the Health Office.

SAFETY AND EMERGENCY PROCEDURES

We ask that you sign in at the office when you report to volunteer and pick up a badge to wear. While at school we ask that you wear your badge at all times. When you leave the school, please remember to sign out and return the badge.

In an effort to ensure that all students are provided with a safe and secure environment, the Ferguson-Florissant School District requires that any adult that volunteers in a school must have a background check.

Providing a safe and clean environment for everyone is a high priority in the Ferguson-Florissant School District. Each room in each school has a Building Emergency Procedures folder. Instructions for handling various situations, such as fire, tornado, and earthquake are described. Evacuation routes and crisis contact numbers are also included. Familiarize yourself with the information contained in this folder. Every moment counts when a situation arises. Be prepared.

Some schools have security personnel in the parking lots. You will need to check in with these individuals when you arrive. Some schools have assigned parking areas for volunteers. If the site of which you are volunteering has these procedures, they will share this information with you at a later date.

All parents and/or volunteers in a building that will need to access the Internet at school must read the AUP regulations and sign the AUP form. These forms must be kept on file at the school. If a person volunteers at more than one school, the person should sign a form at each building, so that particular building has it on file.

ENEWS

ENEWS (E-mail News, Events & Warning System) has been implemented to meet the demands of parents, patrons and the schools for more communication. ENEWS is used to send information to parents and patrons, such as, daily announcements, upcoming events, weather related building closings, emergencies, or virtually anything that the building administration would want to communicate.

Join the thousands who have already subscribed by going to the FFSD website at:

<http://www.FFSD.k12.us/parents/schools/FFSDnews.asp>

Information about the subscribers to ENEWS will be kept private and not shared with any other entity.

BOARD OF EDUCATION POLICIES AND REGULATIONS

In this handbook you will find information concerning the following: Equal Opportunity, Visits to Schools, Code of Conduct for Adults, Volunteer Assistance, Nondiscrimination and Student Rights, Prohibition of Corporal Punishment, Religious Expression, Network and Internet Acceptable Use Policy. Please review these applicable policies and regulations that follow.

GENERAL ADMINISTRATION

Policy 1014 Equal Opportunity

The Ferguson-Florissant School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Ferguson-Florissant School District complies with applicable state and local laws governing non-discrimination in employment in every location in which the district has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training. Any inquiries regarding the Ferguson-Florissant School District's compliance with this policy should be directed to the Office of the Superintendent. The District shall not grant preferential treatment to any individual or group due to the aforementioned classifications.

The Superintendent shall be directly responsible for the effective implementation of the District's Equal Employment Opportunity Program and shall expect all administrative and supervisory personnel to support programs and practices designed to enhance equal employment opportunities. The Administration will submit an annual report to the Board of Education concerning the progress and effectiveness of the District's Equal Employment Opportunity Program.

Legal Refs: Title VII, IX, ADA, 213.055 RSMo

Revised 04/14

STUDENTS

Nondiscrimination and Student Rights

Equal Educational Opportunity

3010 EQUAL EDUCATIONAL OPPORTUNITIES

Each student in the Ferguson-Florissant School District, being limited only by individual differences, will be given the opportunity to develop and achieve. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, including sexual harassment, national origin, economic status or disability. The Ferguson-Florissant School District will transport or cause to be transported, disabled students to accessible school sites. Students, faculty, and the public will be notified of this policy and grievance procedures annually.

Adopted 11/92

GENERAL ADMINISTRATION

School/Community Relations

Visits To Schools

Principals and teachers shall welcome and encourage visits by patrons of the schools.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

All visitors to a school are to report immediately to the Principal's office.

All persons who do not obtain permission from the Principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

Procedural Guidelines for Visitors in the Schools

It is expected that cordial manners and friendly public relations will be practiced by all employees and students of the District toward legitimate visitors in our buildings. Unauthorized visitors, however, shall be considered trespassers and subject to arrest and prosecution.

Signs directing visitors to report to the Principal's office should display a friendly "welcome" as well as a warning to trespassers.

Parents, guardians, Board of Education members, and volunteers are welcomed and encouraged to come into the schools. However, they must report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may precede with his/her assigned duties without undue interruption.

Students dismissed earlier in one school than others are not permitted to roam around in any other school in the District. All students are to be directed to proceed toward their homes, work or other destinations after school is dismissed.

GENERAL ADMINISTRATION

School/Community Relations

Code of Conduct - Adults

The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board of Education has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation in Policy 1042 will result in sanctions which will limit a person's access to school activities and school premises.

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

1. Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one (1) year. The length of the restriction will be determined by the Superintendent of Schools.
2. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and will be referred to law enforcement.
3. Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

GENERAL ADMINISTRATION

School/Community Relations

Volunteer Assistance

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools and activities enrich the total educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom, on school grounds and with extracurricular activities also enhances supervision of students and contributes to school safety.

The Superintendent/designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and adults in accordance with laws, District policies, and procedures.

Volunteers shall act in accordance with District policies, regulations and school rules. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members also may confer with the Principal/designee regarding any such volunteers. The Superintendent/designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

Volunteer maintenance work shall be limited to those projects which do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

** Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off***

GENERAL ADMINISTRATION

Religion

Religious Expression

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation.

STUDENTS

Discipline

Corporal Punishment: Prohibited

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District

Regulations/Networked Information Resources for the Ferguson-Florissant School District Network and Internet Acceptable Use Policy

Internet access is available in the Ferguson-Florissant School District to students, teachers, staff, parents, and administrators. The goal of the District's use of telecommunications is to provide all staff and students with the ability to use these tools to conduct research and communicate with others over the network. Access is limited as it relates to educational purposes and curriculum and is considered a privilege and not a right.

Telecommunications substantially changes the number of resources available to students. Students through telecommunications will have access to a multitude of databases, libraries, government agencies, etc. The staff will continue to follow the guidelines for appropriate use of instructional materials. Personal software is not to be installed on district computers without written permission by the appropriate district personnel. The District will monitor internet usage but cannot guarantee that users will not have access to improper or unacceptable material. Parents and guardians must decide if they want to deny Internet access for their child. A parent or guardian denying internet usage to their child is required to fill out a Student Internet Usage Denial Form which may be obtained from the FFSD web site or by calling the Network department at FFSD. Forms must be returned to the principal of the school which the student attends.

The District ensures CIPA (Children's internet Protection Act) compliance through use of a firewall and filtering. However students should report to their teacher or other staff members if they access information that makes them feel uncomfortable.

Access to the Ferguson-Florissant School District local area network (LAN) and wide area network (WAN) is an opportunity that brings with it responsibilities. Communication over networks should not be considered private. Usage dealing with inappropriate or illegal activities will be reported to the appropriate authority. Maintenance and supervision of the network requires the ability to review and inspect any computer files. All must abide by existing federal and state laws in force regarding electronic communication. This includes accessing information without authorization, giving passwords out, or causing a system to malfunction. These laws may carry penalties of up to 20 years in prison.

General school rules apply for behavior on the Internet. The district enforces MOREnet guidelines.

These guidelines are provided to make you aware of your responsibilities. The network administrator or the designated FFSD representative may revoke network/computer privileges if the guidelines are not observed.

The following actions are **NOT** allowable on the district networks:

- Sharing confidential information
- Giving your password to others
- Giving out personal information on the Internet
- Harassing, insulting, or harming others in any way
- Trying to bypass or break the security system
- Accessing pornographic/illegal material
- Illegally copying software
- Trespassing in others' folders, files or documents
- Attempting to destroy or harm data/files of others
- Utilizing the network for commercial purposes
- Using obscene language
- Use of noncurricular Internet games
- Violating copyright laws or plagiarism
- Attempting to destroy or harm equipment

District networks are to be used for educational purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annual Notification of FERPA Rights and Designation of Directory Information

The Ferguson-Florissant School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

RIGHT TO INSPECT: Parents or eligible students have the right to inspect and review substantially all the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURES: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given to the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA which allow disclosure without prior written consent, or items of directory information of which you have not refused to permit disclosure.

The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons elected to the school board; person employed by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

The Ferguson-Florissant School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered directory information: (1) the student's name, (2) photograph, (3) student's address, (4) major field of study, (5) dates of attendance, (6) grade level, (7) enrollment status, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) degrees and awards received, and (11) the most recent previous school attended by the student.

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends.

In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

RIGHT TO REQUEST AMENDMENT: Parents or eligible students have the right to request that the District correct any parts of an educational record which you believed to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning any alleged failure by the District to comply with FERPA.

RIGHT TO OBTAIN POLICY: Parents or eligible students also have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be obtained in person or by mail from the superintendent's office.

MILITARY RECRUITERS: A change in the Elementary and Secondary Education Act requires a change in the release of information to military recruiters. The changes require us to release names, addresses, and telephone numbers to military recruiters upon request, unless the parents notify the school district in writing that such information may be disclosed only with prior written consent. We are also required to permit military recruiters to have the same access to students as is provided to post-secondary institutions and prospective employers. This serves as notification and if you wish to deny release of information to military recruiters, you must notify your high school.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: "No qualified individual with disabilities shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section 504 of the Act protects persons from discrimination based upon their disability status. A person is disabled under the definition of Section 504 if he or she:

1. Has a mental or physical impairment which substantially limits one of more of such person's major life activities;
2. Has a record of such impairments; or
3. Is regarded as having such an impairment.

"Major life activities" include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Section 504 guarantees a free appropriate public education (FAPE) for students with disabilities in public schools. "Appropriate" requires that students with disabilities be provided with necessary accommodations. It also requires that students with disabilities be provided with an education comparable to that provided to students without disabilities. Schools must provide access to programs and facilities that offer an opportunity for meaningful participation for qualifying individuals with disabilities. In the office of each school in the District, there is a copy of Section 504 Procedures Manual (revised July 2002).

The Ferguson-Florissant School District has a duty and commitment to assure that individuals are not discriminated against as a result of their disability. Furthermore, the District is committed to providing an equal opportunity for participation for students with disabilities in nonacademic and extracurricular activities.

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972

The statute states *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*

It is the policy of the Ferguson-Florissant School District to maintain a learning and working environment that is free from discrimination on the basis of sex in the educational programs, activities, and vocational opportunities offered by the District. The provisions of Title IX extend not only to students with regard to educational opportunities and freedom from harassment, but also to employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the District does business.

It is a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It is also a violation of this policy for students to harass other students through conduct or communication of a sexual nature. It is a violation of this policy for any person who is not an employee or student of the District to harass staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Actionable behaviors include, but are not limited to language, jokes, threats, actual physical aggression, or the failure to effectively address such behaviors on the part of a teacher or administrator. Educators have an obligation to actively encourage the maintenance of an environment free from racial and/or national origin discrimination/harassment and to effectively respond to instances of such behavior.

FERGUSON-FLORISSANT SCHOOL DISTRICT CODE OF CONDUCT

Any person who alleges discrimination and/or harassment by a district employee, student, or volunteer may complain directly to a building principal or District Administrator. If an investigation substantiates the allegation of sexual harassment/discrimination, disciplinary action commensurate with the severity of the violation will be taken.

We are hopeful that you have found the information in this Volunteer Handbook to be helpful and informative.

Please complete all the forms that follow this page-Volunteer Sign Up, Confidentiality Agreement, Sexual Harassment Information, Acceptable Use Policy, and Criminal Record and Child Abuse Search (accompanied by a check or money order). When all the forms have been completed, please submit them to the building at which you wish to volunteer. The school will be contacting you soon.

Once again, thank you for your interest. See you soon!

VOLUNTEER SIGN UP

We invite you to share your time and/or talents as a volunteer in our school.

YOUR NAME (Please Print): _____

STUDENT(S)' NAME(S) if applicable: _____

DAYTIME TELEPHONE: _____

ADDRESS: _____

E-MAIL ADDRESS if applicable: _____

AVAILABILITY: please circle

Monday Tuesday Wednesday Thursday Friday

Morning Afternoon Anytime Specific times: _____

Weekly Biweekly Monthly Occasionally

Please review the various options below and check those that may be of interest to you:

- | | |
|---|---|
| <input type="checkbox"/> Making photocopies | <input type="checkbox"/> Organizing/gathering project materials |
| <input type="checkbox"/> Typing/clerical tasks | <input type="checkbox"/> Assembling bulletin boards |
| <input type="checkbox"/> Laminating | <input type="checkbox"/> Collating/hole punching |
| <input type="checkbox"/> Researching materials | <input type="checkbox"/> Assisting in the classroom |
| <input type="checkbox"/> Assisting in the library | <input type="checkbox"/> Chaperoning on field trips |
| <input type="checkbox"/> Being a guest speaker | <input type="checkbox"/> Assisting in the computer lab |
| <input type="checkbox"/> Staff appreciation day | <input type="checkbox"/> Fund raisers |
| <input type="checkbox"/> Other (please describe): _____ | |

Please return this form to the office. Thank you.

FERGUSON-FLORISSANT SCHOOL DISTRICT

CONFIDENTIALITY AGREEMENT

I agree to hold any information, whether in verbal or written form, concerning any child or his or her family as confidential and privileged by law. I agree not to divulge information without the proper authorization, in accordance with state statute, 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, 42 U.S.C. 794; the Americans with Disabilities Act, 42 U.S.C. 12111 et seq.; the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et. seq., and interagency agreements. I understand that release of information in oral or written form to any unauthorized person is forbidden and may be grounds for legal and/or disciplinary action.

During the performance of my assigned duties, I will have access to confidential information and records required for effective child and family service coordination and delivery. I agree that all discussions, deliberations, information and records generated or maintained in connection with these activities will be handled and stored appropriately and will not be disclosed to any unauthorized person.

Date: _____

Signature: _____

Name (Please print): _____

Site: _____

Position: _____

**FERGUSON-FLORISSANT SCHOOL
DISTRICT SEXUAL HARASSMENT
INFORMATION**

Sexual harassment can occur at any school activity/workplace and can take place in classrooms, halls, cafeterias, or other areas. Title IX protects students and employees from unlawful sexual harassment in all of the school's programs or activities, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere. Title IX protects both male and female students/employees from sexual harassment, regardless of who the harasser is.

Title IX of the Educational Amendments of 1972 20 U.S.C. Section 1681 (a): The statute states *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.*

Ferguson-Florissant School District Administration guidelines for Sexual Harassment Policy: Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment free from sexual harassment.

It shall be a violation for any employee of the School district to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the district or while such student is under District supervision.

Ferguson-Florissant School District Code of Conduct:

Any person who alleges sexual harassment by a district employee, student, or volunteer may use the district's complaint procedure or may complain directly to a building principal or the District Administrator, If an investigation substantiates the allegation of sexual harassment/discrimination, disciplinary action commensurate with the severity of the violation will be taken.

Signature of the employee below indicates that the employee has received the training in Title IX and Title IX materials have been read and discussed.

Name (Please Print): _____

Signature: _____

Date: _____

School: _____

Ferguson-Florissant School District
Acceptable Use Policy Form

Application for Internet Access

I understand and will abide by the Ferguson-Florissant School District Network and Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, access privileges may be revoked, school disciplinary action and/or appropriate legal action may also be taken.

User's Full Name (Please print): _____

User Signature: _____ Date: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

The internet user is a FFSD:

Employee _____ Substitute _____ Volunteer _____

Building: _____ Position: _____

Missouri State Highway Patrol / Missouri Department of Social Services
REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD

TYPE OF SERVICE (Check ALL that apply) See reverse side for further instructions. <input type="checkbox"/> (1) CD Central Registry Child Abuse Search Only - No Charge <input type="checkbox"/> (2) Name Search - \$10.00 (Criminal record, child abuse, or neglect, central registry search) <input type="checkbox"/> (3) Fingerprint Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)	TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered
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IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.

APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)

MAIDEN NAME	DATE OF BIRTH (MM/DD/YY)	STATE OF BIRTH	SEX	RACE
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ALIAS NAME(S)	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER / STATE /
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ADDRESSES FOR PAST 5 YEARS

STREET	CITY	STATE	STREET	CITY	STATE

Have you ever been found guilty to or been convicted of any criminal act in this state or any state?
 YES (Complete section below) NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)

Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Children's Division in this state or any state?
 YES (Complete section below) NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Attach separate page, if necessary.)

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.

SIGNATURE OF APPLICANT (REQUIRED IN INK)	DATE
SIGNATURE OF REQUESTOR (Required in ink)	DATE
TITLE OF CHILD CARE PROVIDER <i>Hany Beals</i>	TELEPHONE
STATE AGENCY	STATE VENDOR OR CONTACT NO. (If applicable)

CHECK APPROPRIATE BOX

<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT	<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU	<input checked="" type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH / DMH VENDOR	<input type="checkbox"/> CD CONTRACT PROVIDER
<input type="checkbox"/> CD LICENSURE	<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER _____

<p>COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>AGENCY NAME Ferguson-Florissant School District</td></tr> <tr><td>ATTENTION Community and Parent Engagement Office <i>ATTN: CAROL JANNICK</i></td></tr> <tr><td>ADDRESS 1005 Waterford</td></tr> <tr><td>CITY, STATE, ZIP CODE</td></tr> </table>	AGENCY NAME Ferguson-Florissant School District	ATTENTION Community and Parent Engagement Office <i>ATTN: CAROL JANNICK</i>	ADDRESS 1005 Waterford	CITY, STATE, ZIP CODE	<p>SEND FEE & FORM TO:</p> <p>Missouri State Highway Patrol Criminal Justice Information Services Division P.O. Box 9500 Jefferson City, MO 65102</p>
AGENCY NAME Ferguson-Florissant School District					
ATTENTION Community and Parent Engagement Office <i>ATTN: CAROL JANNICK</i>					
ADDRESS 1005 Waterford					
CITY, STATE, ZIP CODE					