MERAMEC VALLEY R-III SCHOOL DISTRICT

School Volunteer Handbook 2026-2027

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MISSION STATEMENT

"Together We Make A Difference In Doing What's Best For Kids"

BUILDINGS, ADMINISTRATORS, ADDRESSES, & PHONE NUMBERS

Board of Education Office

Dr. Carrie Schwierjohn, Superintendent	636-271-1400
Dr. Ketina Armstrong, Assistant Superintendent	636-271-1406 (fax)
Mr. Tom Sauvage, Assistant Superintendent	
Mr. Al Kirchhofer, Chief Financial Officer	
Mr. Doug Howard, Director of Technology	
126 N. Payne Street, Pacific, MO 63069	

Pacific High School

Mr. Keith Orris, Principal	636-271-1414
Mr. Andy Herbst Assistant Principal	636-271-1420 (Fax)
Ms. Penny Neider, Assistant Principal	636-271-1411 (Athletics)
Mr. Blair Thompson, Activities Director	636-271-1419 (Fax-Athletics)
425 Indian Warpath Dr.	636-257-8340 (Fax-Guidance)
Pacific, MO 63069	636-271-1413 (Fax-A+)

Riverbend Middle School

Mr. Todd Dempsey, Principal	636-271-1481
Mr. Ken Grodie, Assistant Principal	636-271-1485 (Fax)
Ms. Lindsy Hendricks, R.N., District Health Coordinator	
2085 Hwy N	
Pacific, MO 63069	

Pacific Intermediate School

Ms. Alison McAtee, Principal	636-271-1425
Ms. Jordan Garlik, Assistant Principal	636-271-1465 (Fax)
195 Indian Pride Drive	
Pacific, MO 63069	

Doris Hoffman Early Learning Center

Ms. Amy Huson, Principal	636-271-1464
228 Indian Pride Drive, Pacific, MO 63069	636-271-1456 (Fax)

Parents As Teachers Program

Ms. Amy Huson, Supervisor	636-271-1464
Doris Hoffman Early Learning Center	636-271-1456 (Fax)
228 Indian Pride Dr., Pacific, MO 63069	

Coleman Elementary School

Ms. Theresa Gish, Principal	636-742-2133
4536 Coleman Rd., Villa Ridge, MO 63089	636-742-2281 (Fax)
	636-742-4026 (S.A.C.C.)

Nike Elementary School

Dr. Jessica Tollison, Principal	636-271-1444
2264 Hwy AP, Catawissa, MO 63015	636-271-1447 (Fax)
	636-271-4221 (S.A.C.C.)

Robertsville Elementary School

Dr. Jennifer Watson, Principal	636-271-1448
4000 Hwy N, Robertsville, MO 63072	636-271-1450 (Fax)
	636-271-1451 (S.A.C.C.)

Zitzman Elementary School

Dr. Jenna Sladek, Principal	636-271-1440
Ms. Christine Pruett, Assistant Principal	636-271-1443 (Fax)
255 S. Indian Pride Drive, Pacific, MO 63069	636-271-1471 (S.A.C.C.)

Transportation Department

Mr. Conrad Guenzler, Transportation Director	636-271-1470
2256 Hwy AP, Catawissa, MO 63015	636-742-1474 (Fax)

Arrow Academy

Dr. Quinn Flexsenhar, Alt. Programs Dir./A+ Coord.	636-334-4580
Indian Warpath Dr., Pacific, MO 63069	

Special Services Department

Mr. Josh Grodie, Special Education Director	636-271-1459
255 S. Indian Pride Drive, Pacific, MO 63069	636-271-1460 (Fax)

Maintenance Department

Mr. Jeff Pipes, Director of Facilities	636-271-1402
136 West Union Street, Pacific, MO 63069	636-271-1430 (Fax)

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. Please note, background checks may be required 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.

There are two types of volunteer:

> Chaperone Volunteer - 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 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 chaperone described above.

PROCEDURES

The Meramec Valley R-III School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with policy, the district will require criminal background checks of certain volunteers. The district will conduct a criminal background check on all individuals volunteering in positions where they may be periodically left alone with students or have access to student records. Volunteers who chaperone students on overnight trips must satisfactorily complete a criminal background check.

A criminal background check will consist of a search of the following: Federal Bureau of Investigation's (FBI) criminal history files; The Missouri State Highway Patrol's (MSHP) criminal history database and sexual offender registry; The Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services; Missouri Case.net; and other databases required by law or by the district. Information to complete the FBI/MSHP and FCSR background checks is available from each school office or the district office.

Volunteers are responsible for the cost of the criminal background checks. A person whose background check reveals behavior that would make the person unsuitable to volunteer in the district will not be allowed to volunteer. The district may participate in the state and federal Rap Back programs, which automatically notifies the district when a volunteer is arrested for a reportable offense after the district has conducted an initial background check under the program. Once notified, the superintendent or designee will discuss the incident with the volunteer. The superintendent or designee is authorized to take appropriate action as allowed by law and district policy and to contact the district's attorney to discuss any legal concerns. Continued participation in the Rap Back program requires all volunteers to be fingerprinted every five years and comply with each program's terms and conditions.

Volunteering in the district is a privilege, not a right. 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 be used only to protect students or minimize disruption to the educational environment.

As a condition of continuing to provide uncompensated services for the district, all volunteers required to submit to a criminal background check must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence, with the exception of minor traffic violations. This notification must be made as soon as possible, but no later than five business days after the event, and is in addition to any reporting requirement established by law.

For more information about school volunteers or criminal background checks, please refer to Board Policy GBEBC: Criminal Background Checks, Board Policy IICC: School Volunteers, and Administrative Procedure IICC-AP(1): School Volunteers.

Those wishing to volunteer will obtain an application from a building secretary and return the completed application to the school secretary.

This background check is valid for five (5) years.

APPLICATION PROCESS

When a volunteer requests an application:

- The building secretary will give the person the Adult School Volunteer Background Check packet with the Screened Volunteer Application.
- Advise the parent/volunteer that the process will take approximately 5-7 business days after fingerprinting to receive the results of the background checks.
- The parent/volunteer will complete, sign, and return the Screened Volunteer Application to the building secretary.
- The building secretary will make a copy of an original, state issued picture ID, for example, a driver license.
- The building secretary will scan and email the completed Screened Volunteer Application and copy of ID to Sara Maxey at smaxey@mvr3.k12.mo.us.
- When the background checks are returned, Sara Maxey will scan the appropriate form back to the building secretary with the box completed indicating if the person cleared or did not clear.
- The process will take approximately 5-7 business days.
- The building secretary will then contact the volunteer to inform them of their results.
- Each building will be responsible for maintaining the completed forms in a secure location in their building office.

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 legal reason. 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 (Refer to Board Policy JO-1: Student Records).
- 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 (Refer to Board Policy GBH: Staff/Student Relations).
- 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.

Please see confidentiality information included in this handbook. Please review information and submit signed form (also included) to school 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 Board Policy JO-1)

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.

DISCRIMINATION AND HARASSMENT

(Refer to Board 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?
- **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.

DISTRICT CALENDAR

2026-2027 Academic Calendar

Meramec Valley R-III Shool District

126 N. Payne Street, Pacific, MO 63069
www.MVR3.K12.MO.US
636-271-1400

DATE	EVENT/HOLIDAY
10-13 Aug 2026	New Teacher Training
17-20 Aug 2026	Teacher Work Days
24 Aug 2026	First Day of School
7 Sept 2026	Labor Day
2 Oct 2026	Homecoming- Half Day Students
5 Oct 2026	PD Day Staff- No School Students
12 Nov 2026	End of Trimester- Half Day Students
13 Nov 2026	PD Day Staff- No School Students
23-27 Nov 2026	Thanksgiving Break- No School
21-31 Dec 2026	Winter Break- No School
1 Jan 2027	New Year's Day- District Closed
15 Jan 2027	PD Day Staff- No School Students
18 Jan 2027	MLK Jr. Day- No School
15 Feb 2027	President's Day- No School
26 Feb 2027	End of Trimester- Half Day Students
1 March 2027	PD Day Staff- No School Students
26 March-2 Ap. 2027	Spring-Easter Break
23 April 2027	PD Day Staff- No School Students
23 May 2027	PHS Graduation
27 May 2027	Last Day of School-Half Day Students
28 May 2027	Teacher Work Day
31 May 2027	Memorial Day- District Closed
3-30 June 2027	Summer School
18 June 2027	Juneteenth Observed- District Closed
5 July 2027	4th of July Observed- District Closed

August 2026

Su	M	Tu	W	Th	F	Sa
						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 2026

Su	M	Tu	W	Th	F	Sa
		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 2026

Su	M	Tu	W	Th	F	Sa
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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 2026

Su	M	Tu	W	Th	F	Sa
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 2026

Su	M	Tu	W	Th	F	Sa
		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		

January 2027

Su	M	Tu	W	Th	F	Sa
					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 2027

Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	M	Tu	W	Th	F	Sa
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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 2027

Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	

May 2027

Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Su	M	Tu	W	Th	F	Sa
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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			

July 2027

Su	M	Tu	W	Th	F	Sa
				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

Student Days: 170
Tri 1: 57 Days
Tri 2: 57 Days
Tri 3: 56 Days

Inclement Weather Make-Up Plan:
Days 1-4: Traditional Inclement Weather Days Days 5-10: AMI Learning Days
Further revisions to the school calendar will be decided in the best academic interest of students by the Superintendent and the Board of Education.

Secondary Parent Teacher Conferences:
Oct. 5, Jan. 15, April 23
Elementary Parent Teacher Conferences:
Nov. 13 and March 1

CALENDAR EVENTS KEY	
	No School Students or School Staff
	PD Day- No School for Students
	Significant Date
	Summer Session
	Early Release Day for Students