

MAINE SCHOOL ADMINISTRATIVE DISTRICT 52

Greene ♦ Leeds ♦ Turner
486 Turner Center Road
Turner, Maine 04282

N. KIMBERLY BRANDT
SUPERINTENDENT

THERESA GILLIS
ASSISTANT SUPERINTENDENT

MICHELE COATES
BUSINESS MANAGER

REBEKAH DRYSDALE
DIRECTOR OF SPECIAL EDUCATION

Volunteer Background Check

MSAD 52 requests a criminal background check on the volunteer identified below.

Please complete one form per volunteer.

Last Name: _____

Maiden Name (if applicable): _____

First Name: _____

Middle Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Sex: _____

School(s) Volunteering for: _____

Activity or Group Volunteering for: _____

Signature: _____

Sincerely,



Superintendent of Schools

REV. 08/29/17

MSAD 52
486 Turner Center Road
Turner ME 04282

Volunteer Agreement Form

I understand that as a volunteer in MSAD 52 that ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer in the schools, any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school principal at any time if they determine it is in the best interests of MSAD 52.

Signature of Volunteer

Date

Printed Name

MSAD 52 School Volunteers

The MSAD 52 Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All prospective volunteers must complete a background check form and volunteer agreement form. Reference and background checks will be performed for all prospective volunteers who have direct contact with students and chaperone academic field trips or extracurricular trips/events. The Superintendent will review all background checks obtained and approve or deny volunteer status. The Superintendent's decision is final.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers may provide assistance by:

- A. Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
- B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- C. Reading to children;
- D. Playing instructional games;
- E. Providing services in libraries, lunchrooms and playgrounds;
- F. Accompanying students on field trips;
- G. Assisting teachers in assembling instructional materials; and
- H. Assisting in school plays, music programs and other extracurricular activities.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Staff must have their use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers will be required to complete a written application.

In the interest of protecting the safety of students and staff, MSAD 52 will conduct sex offender registry checks and will conduct criminal background checks on all volunteers who will be working directly with or will have unsupervised access to students, including those chaperoning students on field trips or school-sponsored excursions.

MSAD 52 will bear the cost for criminal background checks if required. Information collected during this screening process will be treated as confidential to the extent allowed by law.

Volunteers may not transport students in private vehicles, except as allowed by Board policy.

MSAD 52 will provide liability insurance protection for volunteers while performing assigned services.

Legal Reference: 20-A MRSA § 1002

Cross Reference: EEAG - Student Transportation in Private Vehicles
JOA - Field Trips and Excursions

Adopted: August 2006
Revised: November 2007
Revised: February 2012
Revised: June 2017

Staff Conduct with Students

The MSAD 52 School Board expects all staff members, including teachers, coaches, counselors, administrators, and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the school. It is understood that staff members may interact with students' families outside of school, provided that professional boundaries are maintained at all times.

Prohibited Conduct:

Examples of unacceptable conduct by staff members that are expressly prohibited, include but are not limited to, the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for a personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive, but to refer the student to appropriate guidance/counseling staff. In either case staff involvement should be limited to a direct connection to the student's school performance.
- Sexual banter, allusions, jokes or innuendoes with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
- Permitting students to address you by your first name, nickname, or otherwise in an overly familiar manner.
- "Friending" students on social networking sites (outside of any school-approved activity);
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations,

- Inviting or allowing students to visit the staff member's home; (unless the student's parent/guardian approves of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student's home or in another location, unless on official school business known to the parent/guardian;
- Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger or Internet chat rooms, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student-teacher gifts);
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Violations:

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action:

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

This policy shall be included in all handbooks.

Cross References: ACAA - Harassment and Sexual Harassment of Students
 JLF - Reporting Child Abuse and Neglect
 JK- Student Discipline

Legal References: Title 17A MRSA Section 106
 Title 20A MRSA Section 4009

Adopted: August 2002
 Revised: November 2002
 Revised: June 2006
 Revised: May 2010
 Revised: October 2015

DRUG-FREE WORKPLACE

The MSAD 52 Board of Directors recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC § 812]; by regulation at 21 CFR, § 1300.11 through 1300.15; and in 17-A MRSA, § 1101). This applies-before, during and after school hours, at school or in any other school system location, defined as follows:

"School system location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transports students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of MSAD 52; or during any period of time such employee is supervising students on behalf of MSAD 52 or otherwise engaged in MSAD 52 business.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify MSAD 52 of a criminal or civil conviction for a drug violation occurring in the workplace no later than

five calendar days after such conviction. In turn, the Superintendent, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives grant funds.

Any employee who violates the terms of this policy may be allowed to participate in a drug abuse assistance or rehabilitation program approved by the Board. Appropriate disciplinary sanctions shall be taken against any employee who violates the terms of MSAD 52 drug and alcohol policy, up to, and including dismissal.

Implementation

The Superintendent shall be responsible for developing and administering appropriate procedures to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout MSAD 52.

Legal Reference: 21 U.S.C. § 812 (Controlled Substances Act)
 21 C.F.R. §§ 1300.11-1300.15
 Fed. P.L. 101-226
 17-A MRSA § 1101

Cross Reference: JICH - Drug and Alcohol Use by Students

Adopted: October 1990
Revised: June 1994
Revised: June 2006
Revised: April 2014