



Superintendent of Schools

School Administrative District #4

25 Campus Drive, Drop #2

Guilford, Maine 04443

www.sad4.com

(207) 876-3444 • Fax: (207) 876-3446

Dear SAD #4 Volunteer,

Thank you for considering a volunteer role in making our schools a better place for growing and learning. Over the years we have been blessed with many folks just like you that have stepped forward to help our students and teachers in many ways.

The world has become a more complex place. Laws, regulations, policies, and procedures are all designed to insure that our students are safe at school and participating in school sponsored activities.

In order to make your experience as a SAD #4 volunteer enjoyable and productive, and to keep our students safe, we have prepared a packet of materials for you.

The following documents are enclosed:

~ **Student Privacy and Volunteer Confidentiality Agreement**

Signing this document means that you understand the FERPA requirements and grant the school district permission to conduct a routine background check with the Maine State Police.

~ **Policy IJOC: School Volunteers**

This policy defines the role of volunteers. A key component of this policy is that "Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities." An important area of consideration here is the use of the internet, including social networking sites, to post information that is inappropriate or photos of students participating in school events that are not open to the public. **Volunteers are expected to follow the same rules as staff and faculty. A SAD #4 volunteer does not have the same Freedom of Speech as a member of the general public as per district policy and FERPA regulations**

~ **Policy GBEBB: Staff Conduct with Students**

~ **Policy JRA: Student Educational Records and Information**

Once again, thank you on behalf of the students, staff, and communities of SAD #4 for your willingness to support our educational mission.

Sincerely,

Paul Stearns

SAD #4 Superintendent of Schools

SAD #4 Student Privacy Statement and Volunteer Confidentiality Agreement

Student Privacy and Volunteer Confidentiality

Students in SAD #4 schools have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including SAD #4, which disseminates a student's education records without his or her parent's/guardian's consent.

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well being.
- You may not share information with a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law!

Agreement:

I, (print full name) _____, as a volunteer in SAD #4, agree never to disclose information about a student's records to anyone other than an authorized school employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school employees.

I also agree to provide my date of birth in order that SAD #4 may conduct a routine criminal history record check through the Maine State Police. (Date of Birth) _____ / _____ / _____

(signature)

(date)

SCHOOL VOLUNTEERS

The 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 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 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 teacher or building principal and fill out a registration form. Volunteers will be asked upon registration to provide the required information to allow the district to conduct a background check with the Maine State Police. 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.

The school unit will provide liability insurance protection for volunteers while performing assigned services.

The Superintendent will be responsible for devising a method for evaluating the effectiveness of the volunteer program on an annual basis.

The board recommends that volunteers be properly recognized at the building level for their service.

Legal Reference: 20-A M.R.S.A. § 1002

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

Adopted: November 9, 2010

STAFF CONDUCT WITH STUDENTS

The SAD #4 Board of Directors 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 schools. Reference: MEA document "Adult Student Boundaries".

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 personal attention and friendship beyond the appropriate 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 discussion, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance. Staff involvement should be limited to a direct connection to the student's school performance.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, family, employment concerns, sexual, or other private matters to one or more students.
- Addressing students with inappropriate or unwelcome nicknames.
- 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); and
- 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.

- Maintaining personal contact with a student outside of school by telephone, e-mail, or other electronic communications, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond customary student-teacher gifts);
- Inviting or allowing students to visit the staff member's home (unless the student's parents approved of the activity, such as when a student babysits or performs chores for a staff member);
- 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 or 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. All staff will be furnished with guidelines upon hire.

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.

Policy to be Included in Handbooks

This policy shall be included in all employee handbooks

Cross Reference: ACAA – Harassment and Sexual Harassment of Students
JLF – Reporting Child Abuse and Neglect

Adopted: March 14, 2006

Revised: January 12, 2010

STUDENT EDUCATION RECORDS AND INFORMATION

MSAD #4 shall comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

A. Directory Information

MSAD #4 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos of student participation in school activities open to the public. MSAD #4 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters / Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and MSAD #4 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

D. Information on the Internet

Under Maine law, MSAD #4 shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parents' names, without parental consent.

E. Transfer of Student Records

As required by Maine law, MSAD #4 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records, and health records (except for confidential health records for which consent for dissemination has not been obtained).

F. Designation of Law Enforcement Unit

The Board hereby designates Piscataquis County Sheriff's Department as MSAD #4's law enforcement unit.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 USC § 1232g
34 CFR Part 99
20-A MRSA § 6001
Ch. 101 § 15 (Me. Dept. of Ed. Rule)
Ch. 125 § 12.01(E) (Me. Dept of Ed. Rule)

Cross Reference: JRA-E - Annual Notification of Student Education Records and Information Rights under FERPA
IJNDC-R - Web Pages Administrative Procedures
ILD – Student Surveys
JRA-R – Student Education Records and Information Administrative Procedure

Adopted: April 10, 1990

Revised: March 8, 1994; August 10, 2004; November 10, 2009; November 9, 2010