

Forest Hills Consolidated School

RSU 82 / MSAD # 12

Serving the Towns of Jackman & Moose River

606 Main Street Jackman, Maine 04945

T: 207.668.5291 F: 207.668.4482

Volunteer Packet

Welcome Volunteers!

We are thankful that you are volunteering at our school. This is a great community, and your volunteering makes us a better school.

The attached application and information are to assist you in being the best volunteer possible and it allows us to keep a record of those who are helping. Please fill out the short application, read the provided material and sign the volunteer agreement.

If you have any questions, please contact me.

Thank you!

Teresa Lovejoy
Principal

Attached: Volunteer Application, Volunteer Agreement, Confidentiality of Student Records (FERPA Policy)

Code:JRA <https://content.myconnectsuite.com/api/documents/4f8e7cc71f484ff69aae85d00289730d.pdf>

Code: JRA-E <https://content.myconnectsuite.com/api/documents/6d12e12084f04e8cb4bac8d689225a27.pdf>

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VOLUNTEER APPLICATION

Date:			
Last Name:		First Name:	
Physical Address:			
Mailing Address:			
Home Phone #		Cell Phone #	
Email:			
Social Security #:			
When will you be available to volunteer? (Days/Times)			
Areas you are interested in volunteering: (classroom, cafeteria, tutoring, office, after school)			
Do you have a valid driver's license?			
Yes [<input type="checkbox"/>]	State:	No [<input type="checkbox"/>]	

BACKGROUND:

Forest Hills Consolidated School asks for the following information of all individuals who volunteer to work with our children to help ensure the safety of our students.

Have you ever been charged with or investigated for sexual abuse or harassment of another person?	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
Have you ever been convicted of a crime (other than minor traffic offense)?	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
Have you ever entered a plea of guilty or non-contest to any crime (other than minor traffic offense)?	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behaviors or conduct for a period of time in connection with any crime (other than a minor traffic offense)?	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
If you answered YES to any of the previous questions, provide full details including information with respect to court actions, the date, offense in questions, and the address of the court involved (attach additional paper if necessary).		

If you have lived outside of Maine, please identify the states and dates:

Refusal to provide authorization for reference and/or criminal records checks and/or providing false or misleading information on this application shall constitute sufficient reason to deny approval to serve as a volunteer or termination as a volunteer in the Forest Hills Consolidated School District.

I understand that the Forest Hills Consolidated School District performs reference and criminal records checks on all volunteers and I authorize person and entities contacted by Forest Hills Consolidated School District in connection with this application to provide information about me. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the school district, its agents and officials or against any provider of such information. I further understand that if I am approved as a volunteer that I will be required to sign a Volunteer Agreement and may be required to attend a Volunteer Orientation.

Applicant Signature

Date

Printed Name: _____

OFFICE USE ONLY:

- _____ Application reviewed for completeness
- _____ References checked (attached documentation)
- _____ Criminal record checked (attached documentation)
- _____ Check if Fingerprints Required and Submitted

Application approved _____

Application denied _____

Administrator or Authorized Official

Date

Forest Hills Consolidated School District Volunteer Agreement

I have read the attached FERPA and have met with an administrator or designee to understand my responsibilities as a school volunteer.

I understand that as a volunteer I must keep ALL student and staff information 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 school, confidential information I have learned must continue to be kept confidential. I understand that any breach of 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 school 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/or school principal at any time if they determine that such action is in the best interest of the school.

Date

Signature of Volunteer

I have read the Volunteer Packet, and I understand that I am subject to possible background checks and fingerprinting - at the expense of the volunteer (on-going volunteering) to include committee members, administrators, or other staff members. I give my consent to this disclosure.

Date

Signature

Code: JRA

STUDENT EDUCATION RECORDS AND INFORMATION

The MSAD 12 School Department 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.

1. Directory Information

The MSAD 12 School Department 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 (except photographs and videos on the Internet). The MSAD 12 School Department 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.

2. 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 the MSAD 12 School Department 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.

3. 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.

4. Information on the Internet

Under Maine law, the MSAD 12 School Department 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, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

5. Transfer of Student Records

As required by Maine law, the MSAD 12 School Department 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).

6. 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:

Cross Reference:

20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended 20 U.S.C. § 7908

20-A M.R.S.A. §§ 6001, 6001-B

Maine Department of Education Rules, Chapters 101 and 125

JRA-E - Annual Notice of Student Education Records and Information Rights

JRA-R - Student Education Records and Information Administrative Procedure

ILD - Student Surveys and Marketing Information

First Reading: August 11, 2009

Second Reading: September 8, 2009

Adopted: September 8, 2009

**THE MSAD 12 SCHOOL DEPARTMENT
606 Main Street, Jackman, ME 04945**

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.10 per page copied plus postage.

8. Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

7. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially 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 relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

8. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department 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. Parents/eligible students who do not want the School Department to disclose this information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

9. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

10. 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.

11. Other School Units

As required by Maine law, the School Department 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).

12. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, DC
20202

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DENIAL OF CONSENT TO RELEASE STUDENT INFORMATION

Federal law and regulations pertaining to family educational rights and privacy allow schools, without prior consent, to release at their discretion information from student educational records that has been designated by the school system as 'directory information'. M.S.A.D. #12 has designated the following as directory information: student's name, participation in officially recognized activities and sports, weight and height of student athletes, grade level in school of participants in extracurricular activities, date of attendance, and honors and awards received.

In addition, the "No Child Left Behind Act of 2001" contains provisions that require that the school unit provide student names, addresses and telephone numbers to military recruiters and institutions of higher learning when requested to do so, unless the student's parent/guardian or student 18 years of age or older requests in writing that such information not be released.

If you **DO NOT** want the information released, please complete the appropriate section of this form and return it to: Forest Hills Consolidated School, Principal's Office, 606 Main Street, Jackman, ME 04945

FOR PARENTS OF STUDENTS UNDER THE AGE OF 18:

I request that Forest Hills High School

___ **NOT** release the name, address, or telephone number of my son/daughter _____ to any military recruiting organization without my prior written consent.

___ **NOT** release the name, address, or telephone number of my son/daughter _____ to any institution of higher learning without my prior written consent.

___ **NOT** release information of any kind, including "directory information," concerning my son/daughter _____ without my prior written consent.

Parent/Guardian Signature

Date

FOR STUDENTS 18 YEARS OF AGE OR OLDER:

I request that Forest Hills High School

— **NOT** release my name, address, or telephone number to any military recruiting organization without my prior written consent.

— **NOT** release my name, address, or telephone number to any institution of higher learning without my prior written consent.

— **NOT** release information of any kind, including "directory information," concerning me without my prior written consent.

Parent/Guardian Signature

Date