



WESTBROOK SCHOOL DEPARTMENT

117 Stroudwater Street • Westbrook, Maine 04092

Telephone: (207) 854-0800 • FAX (207) 854-0809

Email: wsd@westbrookschoools.org

INTERNSHIP / STUDENT TEACHING CHECKLIST

Please check each item as completed. Enclose paper documents in a file for each applicant. Send completed files to Superintendent of Schools Dr. Peter Lancia at the Administrative Offices.

___ Internship/Student Teaching Application – completed and signed

___ Volunteer Agreement Form (IJOC-E1) – completed and signed

___ School Volunteers Authority to Release Information (IJOC-E2) – completed and signed

___ School Volunteers Policy (IJOC) – initial

___ Employee/Volunteer Student Relationships (GBEEB) – initial

___ CHRC Authorization – submit authorization and pass a background check

___ Approval – Meet with and be approved by the principal/program director and the Superintendent of Schools

***** TO BE COMPLETED BY ADMINISTRATORS *****

Principal/Program Director Approval _____ date _____

Superintendent of Schools Approval _____ date _____



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APPLICATION FOR INTERNSHIP / STUDENT TEACHING

THE WESTBROOK SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name: _____ Date: _____

Address: _____ Email Address: _____

City, State, Zip: _____ Phone: _____

EDUCATION: Transcripts, including grades, from all college(s)/university(s) attended must be provided.

<u>Past College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>Years Attended</u>	<u>Grade Point Average</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>Current College/University Attending</u>	<u>Program</u>	<u>Year/s Enrolled</u>	<u>Advisor</u>	<u>Advisor E-mail</u>
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_____	_____	_____	_____	_____
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If you already hold a Maine education certificate, what do you hold? _____ Exp. Date _____

EXPERIENCE: Please list experience you have working with children or youth.

<u>Employer</u>	<u>Position</u>	<u>Grade/Subject</u>	<u>Dates (from/to)</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STATEMENT OF PURPOSE: Please explain what you hope to accomplish in this internship.

REFERENCE: Please provide the name and contact information of one person who is not related to you but is familiar with you and is able to comment on your ability to work with children and youth.

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Email</u>	<u>Relationship</u>
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_____	_____	_____	_____	_____
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BACKGROUND:

Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes _____ No _____

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? Yes _____ No _____

Has your contract in a prior position ever been non-renewed? Yes _____ No _____

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved? Yes _____ No _____

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes _____ No _____

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes _____ No _____

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? Yes _____ No _____

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes _____ No _____

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 behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes _____ No _____

If you have answered YES to any of the previous questions, please provide full details on a separate sheet of paper including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

SIGNATURE:

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Westbrook School Department contacts in connection with my employment application to fully provide the Westbrook School Department any information on the matters set forth above. 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 Westbrook School Department its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Applicant Signature: _____ Date: _____

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE WESTBROOK SCHOOL DEPARTMENT. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

NOTE: IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, EACH NEW EMPLOYEE, AS A CONDITION OF EMPLOYMENT, MUST COMPLETE THE EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9 AND PRESENT DOCUMENTATION ESTABLISHING IDENTITY AND EMPLOYMENT ELIGIBILITY.

WESTROOK SCHOOL DEPARTMENT
VOLUNTEER AGREEMENT FORM

I have read the Westbrook School Department policy IJOC (School Volunteers).

I understand that as a volunteer in the Westbrook schools 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 School Committee 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 school principal at any time if they determine it is in the best interests of the Westbrook schools.

Printed Name

Telephone number (s)

Address

Signature of Volunteer

Date

Legal Reference: 10 - A M.R.S.A. § 1002

Cross Reference: EEBC - Student Transportation in Private Vehicles
 IJOA - Field Trips and Enrichment Trips
 IJOC - School Volunteers

Adopted: April 29, 2008

Revised: November 12, 2008

**SCHOOL VOLUNTEERS
AUTHORITY TO RELEASE INFORMATION
WESTBROOK SCHOOL DEPARTMENT**

I hereby authorize the representative of the Westbrook School Department bearing this release, or copy thereof, within one year of its date, to perform a criminal history records check.

This release is executed with full knowledge and understanding that the information is for the official use of the School Department. I hereby release the custodian of such records, including law enforcement agency officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and requests to release information or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below. All records obtained are confidential and may not be made available for public inspection or copying.

FULL NAME _____ D.O.B. _____
(signature)

FULL NAME _____ DATE: _____
(typed or printed)

CURRENT ADDRESS _____

TEL: _____ Social Security # _____

WITNESS: _____

Cross Reference: IJOC - School Volunteers
IJOC - R School Volunteers Administrative Procedure

Adopted: November 12, 2008

SCHOOL VOLUNTEERS

The Westbrook School Committee recognizes that community members can provide valuable services to school 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 education 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 Westbrook School Committee approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The School Committee 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 direct supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the supervision of the classroom teacher, coach, activity adviser, or other designated employee. No volunteers are to be alone with a student unless the volunteer has successfully passed a background check.

In the rare instance that a volunteer is scheduled to work alone and one-on-one with a student, the school unit will make every effort to conduct a criminal background check, including a sex

offender registry check. For all other activities using volunteers, the building administrator shall be responsible for screening volunteers.

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

Volunteers are expected to abide by all School Committee policies, procedures and school rules when performing their assigned responsibilities.

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. Volunteers shall sign a volunteer agreement form (Policy IJOC - E1).

Persons interested in volunteering time or services should contact the building principal.

Information collected during this screening process will be treated as confidential to the extent allowed by law.

Parents who are registered sex offenders will not be allowed to volunteer in the schools or to chaperone either school day or extended field trips, even when their own children are involved.

Volunteers may not transport students in private vehicles except as allowed by School Committee policy.

The principals will be responsible for an annual written report informing the superintendent of the effectiveness of the volunteer program in their schools and of the method and results involved in the sexual offender registry check.

The building principal will be responsible for appropriate school recognition of volunteers.

Legal Reference: 20-A M.R.S.A. § 1002

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

Adopted: April 11, 2001

Revised: April 29, 2008; November 12, 2008

EMPLOYEE / VOLUNTEER - STUDENT RELATIONSHIPS

The Westbrook School Department expects all staff members, including teachers, coaches, counselors, administrators and others, including volunteers, to maintain the highest professional, moral and ethical standards in their conduct with students.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of our schools.

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 administrators or supervisors whenever they are unsure whether particular conduct may constitute a violation of this policy.

The School Committee recognizes, is appreciative of, and wishes to be supportive of the manner in which staff members attempt to care for students in a personalized and caring manner, and this policy is not intended to place unnecessary barriers to the myriad times, places and positive ways that staff work to serve our students. The School Committee also realizes that in this community many teachers are themselves parents or relatives of our students, and the School Committee does not wish to interfere with positive and healthy friendships and relationships among families.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are in no way limited to the following:

- Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment or bullying under the School Committee's policies on harassment and sexual harassment of students and bullying;
- Using sexual banter, allusions, jokes or innuendos, sexually suggestive, flirtatious or coarse language with students;
- 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 for assistance.
- Disclosing personal, sexual, family, employment concerns or other private matters to one or more students, and/or asking a student or students to keep secrets;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- "Friending" students or engaging in any other interactions on social networking sites or through any digital applications (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; and
- Communicating with students through the staff member and/or student's personal computers, cell/smart phones or other electronic devices. Only school email accounts may be used for communications with students.

DRUG-FREE WORKPLACE

The School Committee 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 School Committee 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 School Committee 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 district requires 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 transport 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 the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to seek voluntary diagnosis and treatment. The Westbrook School Department provides an Employee Assistance Program with confidential referral services to an outside agency upon request and will assist 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 the school unit 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.

Appropriate personnel sanctions shall be taken against any employee who violates the terms of this school unit's drug and alcohol policy, up to and including termination. (Any employee who violates the terms of this policy may be allowed to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the School Committee. If such employee fails to satisfactorily participate in such program, the employee shall have appropriate personnel sanctions taken against him/her, up to and including termination.)

Implementation

The Superintendent shall be responsible for the development and promulgation of appropriate regulations 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 the school system. Employees must sign a form acknowledging they have read the policy and return the form to the Superintendent's Office.

Review

The Superintendent is to oversee a biennial review of the policy and regulations to determine the programs' effectiveness, to implement changes to programs, policy and regulations, as needed, and to ensure that disciplinary sanctions are consistently enforced.

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: September 24, 1990

Revised: September 29, 1999

Reviewed by the Policy Committee: November 16, 2006



Westbrook School Department

EMPLOYEE COMPLIANCE ACKNOWLEDGEMENT

Employee Name: _____ Date of Hire: _____

Position: _____ Location: _____

DRUG-FREE WORKPLACE

I acknowledge that I have read Westbrook School Department Policy GBEC (Drug-Free Workplace) and understand its terms and conditions

Signature: _____ Date: _____

BLOODBORNE PATHOGEN EXPOSURE CONTROL TRAINING

I acknowledge that I have read the Westbrook School Department notice on the "Control of Exposure to Bloodborne Pathogens" and understand its terms and conditions

Signature: _____ Date: _____

HARASSMENT / SEXUAL HARASSMENT

- Sexual Harassment in employment is illegal under federal and state law.
- It is illegal for any employee to harass any other employee.
- Harassment and/or sexual harassment of or by students is also illegal under state and federal law.
- It is illegal for any employee to be discriminated against due to race, religion, sex, age and/or handicapping condition.

If you believe you or another person may have suffered harassment of any kind or some form of discrimination, Westbrook School Department recommends that you report it as soon as possible to your affirmative action officer. Your complaint will be promptly investigated.

You will not be retaliated against for reporting in good faith any episodes of harassment or discrimination. Such retaliation would be illegal and would violate our policy.

We encourage all employees to use the internal complaint process so that we can learn about and correct any instances of wrongful behavior.

Contact: Martha Sumner, Human Resources Director • 117 Stroudwater Street • Westbrook, ME 04092 •
Telephone: 207-591-6048

You do have the right to file a claim with: The Maine Human Rights Commission • State House Station 51
• Augusta, ME 04033 • Telephone: 207-624-6050

I acknowledge that I have received notice of my right to issue a discrimination complaint.

Signature: _____ Date: _____