

TORC Team 2137 Mentor (Volunteer) Advisement
of
Policies of Interest from the Oxford Community Schools Bylaws & Policies
and
The Location of Full District Policy Document

3120.09 – VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Acceptable Use Policy;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.

In keeping with the ethical responsibilities of the volunteer staff, the Board requires that volunteers not engage in any romantic or sexual relationship of any kind with students of this District, regardless of their age. Volunteers should not provide alcohol, drugs, cigarettes, or any contraband to a student.

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Revised 4/04

Revised 11/8/10

2340 – FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum are educationally sound and an important ingredient in the instructional program of the schools. Properly planned and executed field trips should supplement and enrich class content by providing learning experiences outside the schools which could not otherwise be accomplished within the classroom.

For purposes of this policy, a field trip shall be defined as any planned trip by one or more students away from District premises, which is under the supervision of a professional staff member and is an integral required part of a course of study.

Other District-sponsored trips shall be defined as any planned, student- travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District for two (2) nights or longer or out of the State with the exception of State and National competitions.

The Superintendent or designee shall approve all other such trips.

Students may be charged fees for District-sponsored trips and/or field trips but no student shall be denied participation for financial inability for field trips, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District Administrative Guidelines for Extended Trips.

M.C.L.A. 380.1282, 380.1331

Revised 6/8/09

Revised 11/22/10

2430 – DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of the District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow non district-sponsored, student clubs and activities during non instructional time, in accordance with the provisions in Policy 5730 – Equal Access for Non district-Sponsored, Student Clubs and Activities.

Non curricular student activities that are initiated by parent or other members of the community may be allowed under the provisions of Policy 7510 – Use of District Facilities. The Board, however will not:

- A. assume any responsibility for planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No non district-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

In addition to the eligibility requirements established by the Michigan High School Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must have maintained at least a 1.7 grade-point average and/or must not have received more than one failing grade for one(1) semester prior to the semester in which s/he wishes to participate.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards. Whenever a student becomes a member of a District-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

M.C.L.A. 380.1282, 380.1316

P.L. 98-377

Revised 4/04

5830 - STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal. Such fund raising off school grounds and fund-raising on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent. All other fund raising shall be done in accordance with Board Policy 9700.

The Superintendent shall establish administrative guidelines for the solicitation of funds and shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

7530 - LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the immediate supervisor and the Superintendent is required for such removal.

8442 - REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District Business Office. Injured persons shall be referred immediately to the Executive Director of Operations for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete appropriate forms as provided by the Executive Director of Operations.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, according to OSHA/MIOSHA timelines. The failure of an employee to comply with this mandate may result in disciplinary action in accordance with standards set forth in a negotiated, collective-bargained agreement

8660 - TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of students of the District.

Any such transportation must be approved in advance and in writing by the appropriate principal in accordance with the Superintendent's administrative guidelines.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved adult volunteer, and/or the parent of a student enrolled in this District and the holder of a currently-valid license to operate a motor vehicle in the State of Michigan.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent may withdraw the authorization of any private vehicle driver whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

A.C. Rule 340.279, 340.282

7540.03 - ACCEPTABLE USE

Purpose

Oxford Community Schools (the "District") recognizes that advancements in technology affect the manner in which information may be accessed, communicated and transferred by members of society and provides a vast and diverse array of educational resources. Therefore, the District is providing Technology Resources to its students and employees, including access to the Internet, for the limited purpose of enhancing the education of its students.

Use of the District's Technology Resources, including access to the Internet, is a privilege, not a right. This policy shall apply to all students, teachers, administrators, guests and users of the Technology Resources who have access privileges through association with the District. Use of the Technology Resources entails responsibility and termination of this privilege, as well as other disciplinary or legal action, may result if this policy is violated or if other improper use is discovered.

It is the sole intent of the District that the Technology Resources will be used in compliance with the District's curriculum, the students' career development and appropriate self-discovery. The District has not established Technology Resources as a public forum, either full or limited. All use of District Technology Resources shall be for District-related educational purposes only.

Definitions

Technology Resources - Includes, but is not limited to, the Internet, electronic mail ("e-mail"), Computer Systems (as defined below), cameras, televisions, projectors, video recorders, security cameras, radios, distance learning systems, telephones and all voice, video and data systems.

Computer System - Includes, but is not limited to, computer hardware, disk drives, printers, scanners, cables, software applications, web-based or cloud applications, and the network.

System Security

System security shall be protected through the use of passwords. Each user is responsible for maintaining the privacy of his/her password to avoid unauthorized access and/or inappropriate use. To protect the integrity of the system, the following guidelines shall be followed:

- A. Users shall not reveal their passwords to another individual.
- B. Users are not to use a computer that has been logged in under another user's name.
- C. Users shall immediately notify the District if a security problem is suspected or identified.

Appropriate Use of Technology Resources

The District's Technology Resources shall only be used to access information related to the District's curriculum. The District's curriculum shall include, by way of demonstration and not limitation, a student's course work, at teacher's instructional program, and an administrator's duties.

Prohibited Activities and Inappropriate Use of Technology Resources

Students, employees, administrators and all other users of the District's Technology Resources are required to use the Technology Resources in an ethical and responsible manner.

Students are prohibited from engaging in the following activities:

- A. revealing personal information, such as name, address, telephone number, social security number, picture, driver's license number, credit card numbers, etc. over the Internet or e-mail
- B. agreeing to meet with someone that s/he has met on the Internet or through e-mail without his/her parent's prior written approval and participation

All individuals using the District's Technology Resources are prohibited from engaging in the following activities:

- A. retrieving, viewing, obtaining, copying, or sending obscene, pornographic, abusive, threatening, criminal, or otherwise harmful materials. This shall include disturbing, threatening or harassing other users and persons on other computer systems by sending unwanted e-mail
- B. retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered which relate to the District's curriculum
- C. playing games, visiting chat rooms or otherwise using Technology Resources for non-academic activities
- D. wasting or taking of supplies such as paper, printer ribbons, toner, and flash drives that are provided by the District
- E. use of Technology Resources for fraudulent or unauthorized *copying, communication or modifications of materials in violation of copyright laws
- F. invading the privacy of another user, including attempts to gain unauthorized access by using the password or account of another individual, forging e-mail messages or otherwise impersonating another user. This shall also include copying, changing, reading, or using files in another user's area without that user's permission
- G. giving, lending, copying or selling copies of software on the District's computer system unless authorized by the District
- H. attempting to gain or actually gaining unauthorized access to the District's computer programs, system or equipment
- I. downloading or uploading information onto the hard drive of a District computer. This shall also include installation of software not approved by the District

- J. using the Technology Resources for personal or private business, product advertisement, fundraising, campaigning, or political lobbying
- K. removal, destruction, deletion, modification, alteration, abuse or damage to/of the District's Computer System's hardware or software, regardless of whether the District owns or leases the hardware or software. Tampering with the District's computer system and/or software applications will be considered vandalism, destruction, and defacement of school property whether the District owns or leases the property. Tampering with includes removing, damaging, deleting, modifying or altering computer hardware or software applications
- L. infiltration, or "hacking", into any computer system or file, including the District's Computer System
- M. attempting to access or actually accessing materials or files that are dangerous to the integrity of the District's Technology Resources and/or Computer System
- N. sending obscene, profane, lewd, vulgar, or inflammatory language or messages, including all forms of cyber bullying
- O. uploading, downloading, creating or intentionally spreading computer viruses

Consequences for Illegal and/or Inappropriate Use

The use of the District's Technology Resources for illegal or inappropriate use or in support of such activity is strictly prohibited. Illegal activity is defined as any activity that violates Federal, State, or local law and regulations. Inappropriate activity is defined as any activity that violates this policy or the intended use of the Technology Resources. Violation of this policy by any individual may result in temporary or permanent suspension of Internet and/or network privileges, as well as further disciplinary or legal action.

All individuals using the Technology Resources of the District shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage of files or data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Rights and Responsibilities of the District

The District reserves the right to monitor any and all activity involving the Technology Resources. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; and/or use of specific monitoring tools to review browser history and network, server, and computer logs.

The District reserves the right to terminate or modify, in full or in part, the Technology Resources offered by the District. The District further reserves the right to cancel the privilege of any user to access the Computer System at its sole discretion. Finally, the District reserves the right to filter any and all Internet activity on the network. The Children's Internet Protection Act (CIPA) requires all public school districts and libraries that receive E-Rate funding for Internet access to filter all computer workstations that access the Internet. Oxford Community Schools participates in the E-Rate program, and therefore, filters all connections.

Pursuant to Federal law, students shall receive instruction about the following: safety and security while using email, chat rooms, social media, and other forms of direct electronic communications; the dangers inherent with the online disclosure of personally identifiable information; the consequences of unauthorized access (e.g. hacking), cyberbullying and other unlawful or inappropriate activities by students online; unauthorized disclosure, use, and dissemination of personal information regarding minors. Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Procedures

All users of the District's Technology Resources shall follow the form ([Form 7540.03 F1](#)), "Procedures for Electronic Information Access and Use".

Wireless Guest Network Access and Internet Use

- A. Guest access to the District's open wireless network ("OCS-Guest") is provided as a service to the community and is subject to all policies and guidelines covered in this policy, plus any State and Federal laws related to Internet Use, including copyright laws.
- B. Guest access provides filtered content and limited bandwidth. In addition, limited technical support is provided for guest access.

Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The District shall not be responsible for any damages incurred by a user of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The District does not endorse or guaranty the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall the District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained herein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

Use Agreements

All users of the District's Technology Resources are required to execute the appropriate Use Agreement. See [Form 7540.03 F1](#) and [Form 7540.03 F2](#).

[Form 7540.03 F1](#)

[Form 7540.03 F2](#)

Procedures for Electronic Information Access and Use

Technology Resources Use Agreement

Section

- A. Student Authorization Form (Students 18 years of age or older).
- B. Parent/Guardian Authorization Form (Students under

the age of 18).

- C. School Personnel/Representatives Authorization Form (includes teachers, administrators, and any other user of the Technology Resources).

Adopted 4/04
Revised 8/23/10
Revised 6/13/11
Revised 8/22/12

7540.03 F2/page 4 of 4

SECTION C. School Personnel/Representatives and Other Users Authorization Form

The following must be completed and signed by all employees, administrators, other staff and other users:

Name: _____

School: _____

Introduction

Oxford Area Community Schools (the "District") believes that the Internet offers unique resources for students, administrators, teachers, and others. The District's goal in providing Internet access to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District technology resource users are required to sign this Technology Resources Use Agreement ("Agreement") and to abide by the terms and conditions of the District's Acceptable Use Policy (Policy 7540.03). The District does not authorize any use of the technology resources which is not conducted strictly in compliance with this Agreement and the District's Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

Inappropriate Use/Discipline

Teachers, administrators and other staff who violate the District's Acceptable Use policy and/or this agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures and/or legal action.

Staff Acknowledgement and Release

I have read the District's Acceptable Use policy and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that school staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

If I commit any violation, my privileges to use the District computers for Internet use may be terminated, and other disciplinary action may be taken. I hereby release the District, as well as its employees and agents, from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use policy, including, but not limited to, materials I may download or relationships I may establish with people online.

I also hereby agree to indemnify the District, as well as its employees and agents, from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use policy, made by third parties and whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

Finally, I agree to report any misuse of school resources, including the Internet, to the system administrator.

Signature: _____ Date: _____

Please print name: _____

6/13/11

TORC Team 2137 Mentor (Volunteers) Packet – Acknowledgement of Receipt and Reading of Policies

I have read the “TORC Team 2137 Mentor (Volunteer) Advisement of Policies of Interest from the Oxford Community Schools Bylaws & Policies and The Location of Full District Policy Document” provided to TORC Team 2137 Mentors (Volunteers). This advisement in no way provides a complete representation of Oxford community Schools Policies. It merely provides a small portion of the policies that one would assume apply to the robotics team, its student members and adult mentors (volunteers). I understand that the complete list of policies for Oxford Community Schools can be found online at www.oxfordschools.org and that it is my responsibility to familiarize myself with the policies.

I have attended the TORC Mentor Training for FIRST YPP session held at Oxford High School prior to the FIRST Kickoff of the new season or I have watched the video recording of that training meeting via the TORC team website, www.torc2137.com or I am committed to attending the alternate session for the TORC Mentor Training for FIRST YPP.

I understand that all adults who regularly work with FIRST teams are required to register with FIRST and read and agree to abide by the Code of Conduct and Fundamental Safety Guidelines, which are unique to FIRST.

This information is provided to help mentors (volunteers) like myself to better understand the expectations and prohibitions of those working with students and on/ with school property.

By signing below, I am agreeing to follow the policies provided (listed above/below) in this advisement, the policies of Oxford Community Schools (full document found at www.oxfordschools.org), the Code of Conduct and Fundamental Safety Guidelines unique to FIRST, and attest to having read them.

3120.09 – VOLUNTEERS

2340 – FIELD AND OTHER DISTRICT-SPONSORED TRIPS

2430 – DISTRICT-SPONSORED CLUBS AND ACTIVITIES

5830 - STUDENT FUND-RAISING

7530 - LENDING OF DISTRICT-OWNED EQUIPMENT

8442 - REPORTING ACCIDENTS

8660 - TRANSPORTATION BY PRIVATE VEHICLE

7540.03 - ACCEPTABLE USE

Signed

Date

_____ Phone number

3120.09 F1/page 1 of 1

VOLUNTEER RELEASE FORM

I have offered my services as a volunteer to help the School District in the following areas:

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: *aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection*

Volunteer

District Witness

Date