

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.

Some, but not all, activities volunteers may provide assistance including the following:

- 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.

All volunteers working under the supervision of an RSU 23 employee (outside the presence of that employee) will be required to have a criminal background check, including a sex offender record check.

To minimize exposure to potential liability, we recommend that schools not allow parents who are registered sex offenders to volunteer in the schools or to chaperone either school day or extended field trips, even when their own children are involved.

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

Anything a volunteer sees or hears in the classroom and any records he or she may see shall remain confidential. Exceptions would include any information that may jeopardize the safety of any students or staff. The volunteer shall report this information to the classroom teacher.

All volunteers must annually sign the Student Confidentiality Memorandum of Understanding for each building that is available at each school. A copy will be filed in each building.

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

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

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

Cross References:

IJOA – Field Trips and Excursions

Policy Adopted: February 16, 2017

Policy Revised: August 23, 2018

RSU 23 Volunteer Release Form

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 RSU 23 contracts in connection with my volunteer application to fully provide RSU 23 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 stress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU 23, its agents and officials, or against any provider of such information.

Signature _____

Printed Name (Last, First, Middle Initial) _____

Date _____

The following information is necessary to provide the State for the above referenced check:

- 1. Date of Birth: _____
- 2. Address: _____
- 3. PLEASE PRINT ALL former names (maiden name, former married name(s) and any alias used):

Please check the school(s) in RSU 23 in which you will be volunteering:

Old Orchard Beach High School _____

Loranger Memorial School _____

Jameson Elementary School _____

- Volunteers should assume the obligation to maintain high standards of ethical behavior and are expected to maintain confidentiality regarding student performance and student records.
- A criminal record check is required for all community and parent volunteers when working directly with a child or children outside of the regular classroom setting.
- A criminal record check must be performed annually.