

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 schools and the community.

The Board approves the use of volunteers to support the District's instructional programs, and co-curricular and extra-curricular activities. The Board adopts this policy to provide direction for the District'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 in various ways, including, but not limited to:

- Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
- Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- Reading to children;
- Playing instructional games;
- Providing services in libraries, lunchrooms and playgrounds;
- Accompanying students on field trips;
- Assisting teachers in assembling instructional materials; and
- Assisting in school plays, music programs and other co-curricular 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 advisor or other designated employee.

Approval, assignment, continuation or termination of volunteers shall be at the discretion of the building principal. Staff must have the use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff who have requested them. Volunteers should perform only those tasks that have been assigned.

The safety and well-being of the students, staff and volunteers of the District is paramount. Therefore, the District shall conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students. Background checks will be conducted prior to the first time the individual volunteers work with students, and the District reserves the right to conduct additional background checks periodically thereafter. All volunteers will fill out the volunteer application form yearly, even if to sign signifying that they have not been involved in any criminal activity in the past year. Anyone failing an initial background check who wishes to volunteer will be required to pass a DOE CHRC background check to volunteer.

School volunteers shall be expected to abide by all applicable laws, District policies and administrative procedures when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, rules and procedures before they undertake their first assignment through a volunteer orientation, volunteer handbook or other means. All District employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with overall supervision provided by the building principal. Volunteers shall be covered under the District's liability policy while performing their authorized duties.

Volunteers shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements and District policies and procedures. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

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

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

It is the responsibility of District teachers and administrators to recognize the contributions of volunteers, with the advice and assistance of other employees.

Adopted: 3/14/2018

VOLUNTEER APPLICATION

THE FOLLOWING INFORMATION IS REQUESTED TO HELP US COORDINATE VOLUNTEER SERVICES AND TO ENSURE STUDENT SAFETY

For those who have previously filled out the Volunteer Application:

If you have previously filled out a volunteer form answering "No" to the Background section and have engaged in no criminal activity in the past year, simply sign and date the application.

Full Name: _____
(last) (first) (middle) (jr., sr., etc.)

Mailing Address: _____

Address of Residence _____

Telephone: _____ E-mail Address: _____

Date of Birth (required for background check): _____ Maiden Name(s) _____

Area(s) of interest for volunteering: _____

Family members in school (Name of School, Family Members Names and Grades): _____

List any education, training or experiences you have had which would help us in meeting the needs of our students:

Placement location requested: Brownfield-Denmark Elementary; New Suncook; Molly Ockett School

References: List three people whom we can contact who can comment on your character and abilities:

Name	Address	Phone	Relationship

BACKGROUND:

The following information is asked of all individuals who volunteer to work with our students:

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

If you answered YES to any of the previous questions, provide full details on an attached page(s), including with respect to court actions, the date, offense in question, and the address of the court involved.

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 M.S.A.D. #72 School District.

I understand that the M.S.A.D. #72 School District performs reference and criminal records checks on all volunteers and I authorize persons and entities contacted by the 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 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/or attend a Volunteer Orientation.

Applicant Signature

Date

OFFICE USE ONLY

____ Application reviewed for completeness _____ References checked (attach documentation)
____ Criminal record checked (attach documentation)

Application approved: _____

Application denied: _____

Date: _____

Adopted: 3/14/2018

VOLUNTEER AGREEMENT FORM

I understand that as a volunteer in the M.S.A.D. #72 School District 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 Board policies, District regulations and school rules applicable to school staff as well as 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 or School Principal at any time if they determine it is in the best interests of the District. I understand that a background check may be required; and I further agree to abide by the policy that outlines regulations for school volunteers (IJOC-R1).

Signature of Volunteer

Date

Printed Name

SCHOOL VOLUNTEERS - REGULATIONS

The following regulations detail the requirements that school volunteers must meet in order to volunteer in M.S.A.D. #72 schools:

1. Complete a volunteer application form (IJOC-E1) and agreement form (IJOC-E2);
2. Pass an initial background check. In the case where there is a prior criminal history, any applicant wishing to volunteer will have to pass a DOE criminal background check at his/her expense;
3. Agree to comply with all District policies and school rules;
4. Agree not to take material, pictures of students (unless it is their own child), student work, etc. from the school;
5. Agree not to touch students or allow students to sit on their lap;
6. Agree not to transport a child without permission of the parent/adult student (see Policy EEAG-Student Transportation in Private Vehicles);
7. Volunteers must sign in and sign out on the log whenever they enter and leave the building.

Adopted: 3/14/2018