

## **RSU #63**

- a. NEPN/NSBA Code:** IJOCA
- b. Title:** Security Standards for Volunteers
- c. Author:** Policy Committee
- d. Replaces Policy:**
- e. Date Approved:** 09/26/2016 RSU #63
- f. Previously Approved:** 05/23/2016
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent, Principals, & Policy Committee
- i. Date Reviewed:** 09/13/2016 Superintendent/Principals  
09/13/2016 Policy Committee
- j. References:**
  - Cross Referenced Policies:** GCF-Background Checks & Fingerprinting of Personnel  
IJOCA-School Volunteers
- k. Narrative:**

RSU 63 is committed to providing a safe school environment for all student and staff. As a part of this commitment, the district requires an Orientation and school/district check-in process, under the auspices of the building Principal or his/her designee, for all volunteers and visitors to schools and criminal background checks with fingerprinting for certain volunteers. The review process for volunteers shall be based upon the specific volunteer service level.

Volunteers approved for volunteer service within the district must receive permission from the building principal, and/or parent/guardian if the volunteer is to provide tutor or mentoring services, prior to providing such service in accordance with district policies and administrative rules and regulations.

Volunteers receive no compensation from RSU 63 and, while valued, are not employees of the district.

- I.** Permission must be obtained from the principal (or designee) to tutor and mentor students and/or to host volunteer-sponsored events/activities that take place at school during school hours.
- II.** Permission must be obtained from the principal or his/her designee and from the parent(s)/guardian(s) for volunteers to work with students in RSU 63-sponsored tutoring and mentoring programs and/or to host RSU 63-sanctioned events/activities that take place either away from school grounds or during non-school hours.
- III.** Tutoring and mentoring offered during school or non-school hours must take place at a school location or an off-site location approved by the principal or his/her designee and the appropriate supervisor.
- IV.** RSU 63-sanctioned events/activities, group tutoring, and group mentoring that take place at a school location or an off-site location must be under the supervision of at least two (2) adults (school personnel or volunteers) approved by the principal or his/her designee and the appropriate supervisor.

IJOCA- Security Standards for Volunteers

## **V. Volunteer Service Levels:**

Level 1: General Volunteers - Have no direct or extended contact with students. Examples of general volunteers include, but are not limited to, speakers, program guests, Principal-for-a-Day participants; judges of student competitions such as science fairs and talent shows; and test monitors. The school Principal or his/her designee will check the state Sex Offender Registry to ensure any General Volunteer is not included before he/she appears at any district site or event location.

Field Trip Volunteers—General Volunteers include daytime field trip chaperones who accompany school personnel on local field trips. Sex Offender Registry checks will be required.

Level 2: Monitored Volunteers - have direct and/or extended contact with students, during and after school hours, and under the supervision of district personnel. The school Principal or his/her designee will check the state Sex Offender Registry to ensure any Monitored Volunteer is not listed, and perform a criminal history and background check through local law enforcement, before he/she appears at any district site or event location.

Examples of Monitored Volunteers include, but are not limited to, classroom assistants, school office/cafeteria assistants, and library volunteers.

Level 3: Extended Contact Volunteers – have direct and/or extended contact with students, both during and after school hours, which may include contact outside the presence and/or direct supervision of district personnel. Criminal History and Record Checks (CHRC), which include fingerprinting, using the Maine DOE approved process, will be required. The school Principal or his/her designee will check the state Sex Offender Registry to ensure any Extended Contact Volunteer is not listed before he/she is assigned to any extended contact activity.

Examples of Extended Contact Volunteers include, but are not limited to, overnight chaperones, athletic/P.E. assistants or coaches, one-to-one tutors and/or mentors at school or away from the school, group mentors, and individuals who assist teachers sponsoring student extra-curricula activities.

- VI.** The cost of processing the CHRC and the associated certificate, which is mailed to the individual and shared with the Maine DOE, will be the responsibility of RSU 63.
- VII.** Administrators responsible for academic and sports programs, both intra-mural and co-curricular, shall periodically review the specific standards for approving prospective volunteers. Administrators will meet on an as needed basis and be comprised of school Principals, the Director of Curriculum and Instruction, and the Superintendent. Representatives of the teaching staff from both elementary and middle school grades, parent-teacher organizations, and a member of the School Board may be requested to

participate in the review.

**VIII. APPLICATION and CRIMINAL BACKGROUND CHECK/FINGERPRINTING**  
**The following screening provisions will become effective January 2017**

Level 1: General Volunteer and Field Trip Volunteers – These volunteers are not required to undergo CHRC; however, Field Trip volunteers are required to complete a Volunteer Application. The school Principal or his/her designee will verify any Level I volunteer is not on the state Sex Offender Registry.

Level 2: Monitored Volunteers – A criminal history and background check through local law enforcement, under the auspices of the Principal or his/her designee and completion of a Volunteer Application by the intended volunteer are required. The prospective volunteer must also sign a statement indicating he/she has never been convicted of any crime or violation against a minor. The Principal or his/her designee will verify the intended volunteer is not on the state Sex Offender Registry.

At the discretion of the program-associated Principal or the Superintendent, the volunteer may begin the volunteer activity prior to completion of the background check. A prospective Level 2 volunteer who refuses to submit to the required criminal history and background check through local law enforcement will not be approved for Level 2 designated volunteer services.

Level 3: Extended Contact Volunteers – A CHRC and completion of a Volunteer Application by the intended volunteer are required. The prospective volunteer must also sign a statement indicating he/she has never been convicted of any crime or violation against a minor. In addition, volunteers who serve as athletic coaches will be issued an RSU 63 photo ID badge that is renewable each year.

Extended Contact Volunteers WILL NOT be allowed to perform their duties while RSU 63 awaits the results of the CHRC. A prospective Level 3 volunteer who refuses to submit to the required CHRC will not be approved for Level 3 designated volunteer services.

- IX.** Any volunteer position requiring a CHRC must renew the process no less often than five years. However, at the discretion of the Principal, a criminal record and background check through local law enforcement may be conducted at any time. Volunteers who have completed a comparable CHRC within the previous twelve (12) month period associated with their employment or because of affiliation with another organization may sign a release permitting the entity for which the check was conducted to provide a copy to the district.
- X.** Approved volunteers will be issued an RSU 63 Volunteer identification which must be displayed at all times while on district grounds and/or RSU 63 transportation. This identification may be on a lanyard displayed around the neck or a plastic-enclosed badge which must be pinned to the outer clothing worn

**XI. DOCUMENTATION OF VOLUNTEER SERVICES**

- A. All volunteers, including General Volunteers, must sign in and out at their school/site location, present appropriate identification when requested, and wear identification badges when providing their volunteer services.
- B. The school Principal or Administrator must maintain a daily roster of all individuals who enter and leave the school or administrative offices to perform volunteer activities.
- C. A school may, at its discretion, require volunteers to complete a Volunteer Application that does not require a CHRC (e.g., for volunteers serving as chaperones at school dances).

## **XII. DISCLOSURE**

In the event of a legal action taken against a volunteer for actions associated with his/her activities as a volunteer, the Board may, in its sole discretion, furnish legal assistance or representation, or choose to indemnify the volunteer from liability. RSU 63 has no duty whatsoever to defend or indemnify any volunteer for their actions, nor shall this policy create any expectation of defense or indemnification on the part of any volunteer. All volunteers are responsible for their own actions and are not agents of RSU 63.

## **XIII. REMOVAL OF VOLUNTEERS**

- A. RSU 63 reserves the right to terminate volunteers whose service does not support the goals of volunteerism or whose behavior is not within the standards of behavior, socially acceptable language, or treatment of others as defined by RSU 63. RSU 63 also reserves the right to refuse the service of volunteers whose service does not support the goals of volunteerism.
- B. Building principals have the authority to deny any application the right to volunteer in the building. The reason(s) will be provided by the principal, who will have the authority to request participation of the Superintendent.

## **XIV. VOLUNTEER RECOGNITION**

In addition to formal recognition events, district and school staff are encouraged to implement ongoing and regular informal acknowledgement of individuals who provide volunteer services.

RSU 63 Schools  
Volunteer Screening Requirements

| Volunteer Level                        | Description   | Type of Required Screening   | Examples   |
|--|---|--|--|
| Level 1<br>General Volunteers          | Have no direct or extended contact with students.   | Sign in and out at school/site location<br><br>Present identification when requested<br><br>Exception:<br>Administration will check name against Sex Offender Registry   | Speakers,<br>Program guests,<br>Principal-for-a-Day participants,<br>Judges of student competitions,<br>Test Monitors, Field Trip Monitors                   |
| Level 2<br>Monitored Volunteers        | Have direct and/or extended contact with students, both during and after school hours, in the presence and under the supervision of district personnel                            | Sign in and out at school/site location, Prominently wear RSU 63 Volunteer identification whenever in the presence of students,<br>Complete and sign a Volunteer Application,<br>Sign a statement indicating no conviction of any crime or violation against a minor. Local law enforcement criminal background check and Sex Offender Registry check. | Classroom assistants,<br>School office/cafeteria assistants, library volunteers  |
| Level 3<br>Extended Contact Volunteers | Have one-to-one direct and/or extended contact with students, both during and after school hours, which may be outside the presence and direct supervision of district personnel. | Sign in and out at school/site location, Prominently wear RSU 63 identification whenever in the presence of students,<br>Complete and sign a Volunteer Application,<br>Sign a statement indicating no conviction of any crime or violation against a minor,<br>Criminal background check including fingerprinting, and Sex Offender Registry check.    | Overnight chaperones, Athletic/P.E. assistants or coaches,<br><br>One-to-one tutors and/or mentors,<br><br>Group mentors,<br><br>Extracurricular assistants. |

Background check must be conducted no less often than five years for any volunteer position that requires a CHRC.

APPLICATION TO SERVE AS A VOLUNTEER IN RSU 63

Name: \_\_\_\_\_  
(Last, First, Middle Initial if any)

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_ \*

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Home address: \_\_\_\_\_ (street)

Mailing Address (if different than physical address): \_\_\_\_\_

Community: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_  
(Please specify: Home, Cell, Business)

Employer: \_\_\_\_\_ Retired / \_\_\_/

Address: \_\_\_\_\_

Please identify volunteer position(s) for which you are applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with a violation more serious than a traffic violation?  
/ \_\_\_/ Yes / \_\_\_/ No. With an offense involving a minor? / \_\_\_/ Yes / \_\_\_/ No

\*All information provided is Confidential.

Criminal Background Check Required: / \_\_\_/ Completed: / \_\_\_/

Fingerprinting Required: / \_\_\_/ Completed: / \_\_\_/

RSU 63 Confidentiality Form Signed: / \_\_\_/ Sex Offender Registry Checked / \_\_\_/

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Printed: \_\_\_\_\_

Processed & Approved: \_\_\_\_\_  
RSU 63 Personnel Signature/position/date

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**RSU #63 Confidentiality Agreement**

As a volunteer/visitor/guest at \_\_\_\_\_, I understand ALL student and staff information is confidential. I agree not to access, review, disclose, or use confidential student or staff information without the specific authorization from a school administrator.

I understand that I must comply with all district school board policies and school rules applicable to school staff, as well as all directions from school administrators and staff.

I have read, understood and agree to the information presented above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_