

RSU 63

- a. NEPN/NSBA Code:** **IJOC**
- b. Title:** **School Volunteers**
- c. Author:**
- d. Replaces Policy:**
- e. Date Approved:** **10/25/2021 RSU #63**
- f. Previously Approved:** **03/23/2015**
- g. Policy Expiration:** **Review as Needed**
- h. Responsible for Review:** **Policy Committee**
- i. Date Reviewed:** **10/06/2021 Policy Committee**
- j. References:** **20-A MRSA, Chapter 1002.1.B.**

k. Narrative:

The RSU #63 Board of Directors (the Board) recognizes the need to develop a volunteer program to support instructional programs and extra curricular activities. The Board appreciates the dedicated parents/guardians and community members who volunteer and assist with activities to ensure the success of RSU #63's (the District) educational process.

- I.** The purpose of the volunteer program is to:
 - A.** Assist employees in providing more individualized and enriched instruction.
 - B.** Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in the total education process.
 - C.** Strengthen school/community relations through positive participation and involvement.
 - D.** Share specialized knowledge in a particular area that would be a benefit to the students.
- II.** A volunteer is an adult who volunteers on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer will serve in that capacity without compensation or employee benefits of any type, except for liability protection as provided by the District's insurance.
- III.** Use of volunteers within the District is not to conflict with or replace any regularly authorized personnel.
- IV.** Before beginning, volunteers will receive orientation conducted by the school principal or their designee, which will include signing the District's Confidentiality Form and the federally required Family Education Rights and Privacy Act (FERPA) agreement. The school secretary will provide the documents for signature.
- V.** Volunteers may overhear or become aware of information, which must remain confidential. Information about students may not be discussed outside the classroom with anyone other than the assigned teacher. This is for the protection of all students,

parents/guardians, employees, and volunteers.

- VI.** Volunteers who work with students or assist a teacher must be under the immediate supervision and direction of the teacher.
- VII.** Volunteers must comply with District policies, rules, and regulations as well as state and federal laws.
- VIII.** Volunteers should not be accompanied by children.
- IX.** Volunteers should not take up the teacher's time and attention with personal concerns about their own children who may be students within the District. There are procedures within the District for parents/guardians to make an appointment in advance to meet with the teacher.
- X.** Any room within an RSU 63 facility designated as the Staff Room is a place for staff to get a break from their duties. It is not a place for volunteers.
- XI.** The Board recognizes schools have designated parent-volunteer association designed to raise funds, recruit volunteers, and generally work with school staff to strengthen school/community relations through positive participation and involvement. Volunteer activities must be pre-planned and scheduled with the school principal's permission.

RSU 63 MISSION

RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

Vision

- RSU 63 will be recognized for its high-quality academic offerings as well as its supports and extensions that meet students "where they are" with respect to individual needs and capabilities.
- Students will have access to a broad range of co-curricular offerings before and after school that engage students physically, mentally and socially, allow for cross-grade-level interactions, and bolster their confidence and readiness to live and work in a global community.
- RSU 63 will be known for its distinctive outdoor education focus and programs that provide all students with opportunities for learning about and gaining skills in the natural world, linking their experiences to core academic curriculum.
- RSU 63 will be known for its highly qualified, skillful, understanding teachers, staff and administrators, and be considered an outstanding district within which to work and grow professionally.
- RSU 63 will continue to be known as a close-knit community of learners; offering small class sizes, a safe and supportive environment, frequent and effective parent-teacher communication, and strong local community support.
- All students will have reliable and equitable access to advanced technologies that are well integrated throughout the curriculum and used appropriately to enhance teaching and learning.
- RSU 63 will provide safe, healthy, and efficient buildings for students and staff as well as adult learners throughout the community.
- Students will have safe and friendly student transportation to and from district facilities and district-sponsored activities in a cost-efficient manner.
- RSU 63 will provide a quality education for all students within the district while remaining fiscally responsible to our taxpayers.

RSU 63 CORE VALUES

HONESTY

AN HONEST EDUCATOR:

- Tells the truth, "both positive and negative" when constructive
- Addresses concerns directly
- Admits mistakes

AN HONEST STUDENT:

- Tells the truth, "both positive and negative" when constructive
- Addresses concerns directly
- Admits mistakes

AN HONEST PARENT:

- Tells the truth, "both positive and negative" when constructive
- Addresses concerns directly
- Admits mistakes

COMPASSION

A COMPASSIONATE EDUCATOR:

- Takes time to listen and talk
- Creates a nurturing, safe environment
- Demonstrates that they care
- Is empathetic and careful of others' feelings

A COMPASSIONATE STUDENT:

- Takes time to listen and talk
- Takes opportunities to help others
- Is accepting of others' differences
- Is empathetic and careful with other's feelings

A COMPASSIONATE PARENT:

- Takes time to listen and talk
- Creates a nurturing, safe environment
- Is willing to compromise and be open
- Is empathetic and careful with others' feelings

KINDNESS

A KIND EDUCATOR:

- Treats all students fairly as individuals
- Is supportive
- Is patient

A KIND STUDENT:

- Accepts others
- Helps and seeks to understand others
- Is caring and supportive

A KIND PARENT:

- Accepts limitations
- Is supportive
- Is patient and helpful

RESPONSIBILITY

A RESPONSIBLE EDUCATOR:

- Communicates clear expectations and sets reasonable goals
- Follows through with commitments
- Continues to be a lifelong learner

A RESPONSIBLE STUDENT:

- Comes to school prepared
- Follows through with commitments
- Invests time in their own learning

A RESPONSIBLE PARENT:

- Helps students learn how to be prepared
- Follows through with commitments
- Invests time in their children's education/lives

RESPECT

A RESPECTFUL EDUCATOR:

- Is a good listener to others
- Is a positive role model
- Treats personal and public property and environment with care
- Follows the Golden Rule

A RESPECTFUL STUDENT:

- Is a good listener to others
- Is a positive role model
- Treats personal and public property and environment with care
- Follows the Golden Rule

A RESPECTFUL PARENT:

- Is a good listener to others
- Is a positive role model
- Treats personal and public property and environment with care
- Follows the Golden Rule

COURAGE

A COURAGEOUS EDUCATOR:

- Will act upon his/her own beliefs
- Encourages individual decision making
- Enforces consequences

A COURAGEOUS STUDENT:

- Will act upon his/her own beliefs
- Will resist negative pressures
- Accepts consequences

A COURAGEOUS PARENT:

- Will act upon his/her own beliefs
- Encourages individual decision making
- Enforces consequences

APPLICATION TO SERVE AS A VOLUNTEER IN RSU 63

Name: _____

Date of Birth: _____ Social Security Number _____ *

Driver's License #: _____ State: _____

Physical address: _____

Town: _____ State: _____ Zip: _____

Mailing Address (if different than physical address): _____

Town: _____ State: _____ Zip: _____

Telephone # _____
(Please specify: Home, Cell, Business)

Employer: _____ Retired / ___ /

Please identify position(s) for which you are volunteering: _____

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.

Printed Name: _____

Volunteer's Signature: _____ Date: _____

To be completed by RSU 63 Personnel

Criminal Background Check Required: Y or N Date Completed: _____

Fingerprinting Required: Y or N Date Completed: _____

RSU 63 Confidentiality Form Signed: _____ Sex Offender Registry Checked: _____

Processed & Approved:

RSU 63 Personnel Signature

Date



Regional School Unit 63
Clifton, Eddington, and Holden

RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.

Authorization for Background Check

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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that the Regional School Unit No. 63 contacts in connection with my employment application to fully provide the Regional School Unit No. 63 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 Regional School Unit No. 63 its agents and officials or against any provider of such information.

Signature

Date

Printed name



Regional School Unit 63
Clifton, Eddington, and Holden

RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

RSU 63 Volunteer Confidentiality Agreement

I understand that as a volunteer/visitor/guest at _____ School, ALL student and staff information is confidential. I agree not to access, review, disclose, or share student or staff information.

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 and understood Policy IJOC – School Volunteers and this confidentiality statement. I agree to follow the RSU 63 Core Values.

Print Name

Date

Signature

ENC: Policy IJOC – School Volunteers
RSU 63 Mission, Vision, and Core Values