

*RSU #16* (Mechanic Falls, Minot, Poland)

*Policy Code: IJOC*

*Adopted: January 2012*

*Revised:*

## **VOLUNTEERS**

### **POLICY:**

RSU #16 supports the use of community resources, including volunteers, to complement and support instructional programs and extracurricular activities in the schools. Volunteers work in partnership with, under the supervision of, and at the request of school administrators and staff.

The purposes of the volunteer program are to:

- A. Assist teachers in providing more individualized instruction and enrichment opportunities for students;  
assist staff with school projects; supervise or chaperone student activities; and perform clerical work;
- B. Build an understanding of and support for school programs among interested citizens; and
- C. Strengthen school/community relations.

Prospective volunteers must complete an application form and confidentiality agreement. Background checks will be performed for all prospective volunteers. Reference checks may also be done at the discretion of the Superintendent and school principal if they decide it is warranted in particular circumstances. Applications will be screened and approved by the Superintendent and school principal. The Superintendent and school principal are authorized to use their discretion to deny an application or to terminate the services of a volunteer if they determine it is in the best interests of the District.

The school principal must approve all volunteer assignments before volunteers begin work. The supervising staff member is responsible for giving volunteers a clear understanding of the duties, procedures and expectations necessary to perform their assignments.

All volunteers who are approved to work with students and/or in support of school programs are expected to comply with the following requirements.

- A. Volunteers shall attend any required volunteer orientation/training sessions provided by the District.
- B. Volunteers will work with students under the immediate supervision and direction of authorized school staff.
- C. Volunteers shall perform only such duties and tasks specifically approved and

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assigned by an

administrator or supervising staff member.

D. Volunteers must keep all student and staff information strictly confidential.

Volunteers may not access,

review, disclose or use confidential student or staff information without specific authorization from a

school administrator. This requirement applies even after a volunteer stops performing services for the schools.

E. Volunteers will conduct themselves in a professional manner and comply with all Board policies, school

rules and directions from school personnel.

F. In accordance with Maine law, a member of the Board or a member's spouse may not serve as a

volunteer when he/she has primary responsibility for a curricular or extracurricular program or activity

and reports directly to the Superintendent or a school administrator.

Legal Reference: 20-A-MRSA § 1002

**SIGNATURE BLOCK:**

RSU #16 School Board

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Mary Ella Jones, Chair

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DATE

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Jack Wiseman, Vice Chair

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DATE

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Jennifer Boenig

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DATE

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Carlton Beckett

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Tina Love

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DATE

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Susan Callahan

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DATE

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Ed Rabasco, Jr.

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DATE

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Melissa Hodgkin

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Steve Holbrook

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DATE

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Yvette Murray

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Jeanne Manley

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DATE

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Scott Sawyer

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DATE

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Joe Parent

\_\_\_\_\_  
DATE

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Jack Wiseman

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Scott Tiner

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