

School Volunteers

Definition:

"Volunteer" means a person who performs personal services for a school administrative unit without monetary payment or benefits of any kind or amount.

Volunteers in General:

The RSU 40 Board 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:

1. 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;
2. Build an understanding of and support for school programs among interested citizens; and
3. Strengthen school/community relations.

Prospective volunteers must complete an application form and confidentiality agreement. Reference and background checks will be performed for all prospective volunteers.

Applications will be screened and approved by the Superintendent/designee. The Superintendent/designee is authorized to decline an application or terminate the services of a volunteer if they determine it is in the best interests of the school department.

The Superintendent/designee 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.

1. Volunteers shall attend any required volunteer orientation/training sessions provided by the school department.

2. Volunteers will work with students under the immediate supervision and direction of authorized school staff.
3. Volunteers shall perform only such duties and tasks specifically approved and assigned by an administrator or supervising staff member.
4. 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.
5. Volunteers will conduct themselves in a professional manner and comply with all Board policies, school rules and directions from school personnel.

Board Members Serving as Volunteers:

Board members who have children in school, or merely want to be involved in their schools, sometimes wish to serve as volunteers on a campus in their district. It is not the intent of this policy to prevent Board members from volunteering in the district's schools. However, it is strongly recommended that the member discuss their intent with the Superintendent and/or Board Chair

1. Board members should carefully consider the risk of creating potential governance problems if they will have a continued presence in one classroom or campus. If a Board member gains a great deal of knowledge about a classroom or campus while serving as a volunteer, that knowledge may affect the Board member's ability to serve the district effectively as a Board member. Again, the best practice is to discuss the matter with the Superintendent and/or Board Chair.
2. If a Board member's volunteer activities are compensated by the district in any way, the member risks violating statute and/or this policy and should refrain from serving as a volunteer.
3. A member of the Board or a member's spouse may not serve as a volunteer when they have primary responsibility for a curricular or extracurricular program or activity and report directly to the Superintendent or a school administrator. "Report" does not include taking simple direction from staff in order to successfully accomplish a task.

Legal Reference: 20-A MRSA § 1002

Policy Cross Reference: BBAA, BCA, BCB, GDF

Adopted: June 1, 2017