

## SCHOOL VOLUNTEERS

The School Union 69 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 education 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 school and community.

Each School Committee approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The School Union adopts this policy to provide direction for the school system'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 by:

- . 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 extracurricular 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 their use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all School Committee policies, procedures and school rules when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations, and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

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

In the interest of protecting the safety of students and staff, the School Union will check sex offender registries on all volunteers who will be working directly with or will have access to students, including those chaperoning students on field trips or school-sponsored excursions. We also reserve the right to conduct a full criminal background check.

School Union 69 will bear the cost for criminal background checks, if required. Information collected during this screening process will be treated as confidential to the extent allowed by law.

Volunteers may not transport students in private vehicles except as allowed by Board policy and approved in advance by the Principal.

The School will provide liability insurance protection for volunteers while performing assigned services.

Each School will recognize volunteer service on an annual basis. The building principal will be responsible for appropriate school recognition of volunteers.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: EEAG/Student transportation in Private Vehicles  
IJOA/Field Trips and Excursions

	<b>AVS</b>	<b>HES</b>	<b>LCS</b>
First Reading:	<u>6/18/2012</u>	<u>6/11/2012</u>	<u>6/4/2012</u>
Second Reading and Adoption:	<u>8/23/2012</u>	<u>2/11/2013</u>	<u>8/6/2012</u>

**SCHOOL UNION 69**

**VOLUNTEER APPLICATION FORM**

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

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Full Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth (required for background check): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**BACKGROUND:**

The following information is asked of all individuals who volunteer to work with our children to help insure the safety of 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 any 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 or conduct 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 below, including with respect to court actions, the date, offense in question, and the address of the court involved (attach additional page(s) if necessary).

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If you have lived outside of Maine, please identify the states and dates:

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Refusal to provide authorization for reference and/or criminal records checks and/or providing false or misleading information on this registration shall constitute sufficient reason to deny approval to serve as a volunteer or termination as a volunteer at Appleton Village School.

I understand that any School in School Union 69 performs reference and criminal records checks on all volunteers and I authorize persons and entities contacted by the School Department 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 school department, 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 attend a Volunteer Orientation.

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

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**OFFICE USE ONLY**

- \_\_\_\_\_ Application reviewed for completeness
- \_\_\_\_\_ References checked (attach documentation)
- \_\_\_\_\_ Criminal record checked (attach documentation)

Application approved: \_\_\_\_\_  
Application denied: \_\_\_\_\_  
Date: \_\_\_\_\_