

## **RSU 63**

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