

REGIONAL SCHOOL UNIT NO. 38

Volunteer Handbook



A caring school community dedicated to excellence



MARANACOOK AREA SCHOOLS

A Caring School Community Dedicated to Excellence

James Charette
Superintendent of Schools

Karen G. Smith, Ed.D.
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

Ryan Meserve
Special Education Director

Mandy Fitzgerald
Finance Director

Fax. 207-685-4703

Thank you for offering to volunteer in RSU #38!

There are many talented and knowledgeable parents and community members in RSU #38 who are willing and eager to use their time and energy to help in our schools. These volunteers can be seen in our schools reading and writing with students, copying documents for teachers, working with students to support their math skills, and doing many other important tasks. This effort supports the teachers and students in our district as we work to meet the individual needs of all students.

The volunteer program helps to establish a strong connection between the schools and the community. We hope to grow this connection as we discover the strengths and talents of members of our community by establishing a mentor system where community members can share their knowledge with our students. Through this partnership we hope to strengthen the bond between the schools and the community.

We realize that it does take a community to educate a child. As we strive to strengthen our volunteer system and increase the numbers of community members working in our schools, we hope to provide our students with a greater perspective on their community and the world they live in. Our thanks go out to all who add to the educational experience of the RSU #38 students.

This handbook is designed to provide an overview of the RSU #38 Volunteer Program. Please do not hesitate to contact the school where you would like to volunteer. We will make every effort to make this experience a positive and fulfilling one for all who wish to help out in our schools. Your gift of time and/or resources is very much appreciated by RSU #38 schools and we are dedicated to expanding our opportunities for school and community to work together to benefit our students.

Sincerely,

Jay Charette
Superintendent of Schools

RSU #38

Mission Statement







“A caring school community dedicated to excellence”

Vision Statement

Maranacook Schools will be safe, dynamic learning communities where people of all ages will think, aspire, and participate as responsible citizens in an ever-changing global society.

Guiding Principles

WE BELIEVE:

-  **Teachers, staff members, parents, and students are life-long learners with a dedication to excellence and an expectation of high achievement for all**
-  **All learners need a safe, respectful, positive environment to achieve**
-  **Students need an evidence based, rigorous curriculum that**
 - **focuses on state standards**
 - **promotes engagement**
 - **provides a challenging range of courses, experiences, and extra-curricular activities**
 - **recognizes the needs, interests, and abilities of all learners**
 - **blends the changing needs of society with the needs of individual learners**
 - **integrates technological advances and collaboration**
-  **Parents and community members are a vital part of our schools**
-  **The instruction and assessment process measures growth for all learners through feedback, collaboration, and problem solving**
-  **The supervision and evaluation process encourages and supports staff growth and development that is designed to promote our mission and vision**

Approved by RSU #38 Board of Directors: March 6, 2019

What is a volunteer?

A **volunteer** is any person who gives time to help school personnel and students. A volunteer may work at a school or at home.

Goal of the Volunteer Program:

The goal of the RSU #38 Volunteer Program is to establish a partnership between the community and the schools in order to provide support for classroom teachers based on specific or on-going needs as we work to supplement and enhance student learning.

Opportunities to Volunteer

In the RSU #38 schools, there are volunteer opportunities available to fit various interests, skills, and time availabilities:

- ❖ In-classroom: work with students individually or small groups, read to a class, share an interest or skill, prepare instructional materials.
- ❖ At home: prepare classroom materials for classroom or special school projects.
- ❖ Attend field trips with classes.
- ❖ Serve as a mentor to a student who is interested in pursuing a vocation or special interest.
- ❖ Share interests and expertise by speaking to classes on specific topics of relevance to classroom study.

How do I sign up to be a volunteer?

Persons interested in volunteering should notify the school secretary to complete a volunteer application and acknowledge receipt of the Volunteer Handbook. To insure the safety of our students background checks will be conducted, free of charge, on all volunteer applicants. Any person interested in volunteering is required to attend a training to learn about the responsibilities and expectations of a volunteer. All volunteers will be given instruction on how to access the school building and how to sign in and out. For safety reasons volunteers will be required to wear proper identification. Volunteers are also expected to understand school rules and policies, including emergency procedures.

What should I know about being a volunteer?

Confidentiality: Confidentiality means that the volunteer does not talk about or share in any form, including electronically, information gained from being present in a classroom, hallways, a faculty room, main office, cafeteria, playground, on field trips, etc. It is important that you honor the confidentiality of students, staff, administrators and programs. Any information that is shared with you must remain confidential. When you see or overhear something, this information stays at school. If you have a concern about an incident or information please talk to the teacher or principal. If parents question you about a student you are not at liberty to reveal any information. Please refer them to the teacher or the principal.

Being on time: It is important to arrive on time and stay the entire time.

If you can't come: If you are unable to arrive on time or can't come in, you should notify the school secretary or another appropriate person in a timely manner.

What to do when the teacher is working with the class: During instructional time please follow the guidance and protocol set forth by the teacher.

How to interact with students: It is important that you carry yourself in a professional manner where students are concerned. Interactions should be academic in nature based on teacher guidance. Personal conversations should be limited during the volunteer time.

What to do when students share confidential information with you: Report information directly to the teacher. Do not take it upon yourself to deal with the information.

Disciplining students: Disciplining students is the role of the teacher, but it is encouraged that volunteers support the school in enforcing school rules.

When you need help: If you need help please ask the teacher, however it is important that you save those questions for a time when the teacher is not instructing.

**REGIONAL SCHOOL UNIT NO. 38
SCHOOL VOLUNTEERS**

The School Board recognizes the value of our volunteer program supporting school system instructional programs and extra-curricular activities. The purpose of the volunteer program will be to:

- A. Assist employees in providing more individualization and enrichment of instruction;
- B. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process; and
- C. Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type.

Use of volunteers within the school system is not to conflict with or replace any regularly authorized personnel position.

Volunteers will work with students under the direct supervision and direction of authorized school personnel.

Volunteers are expected to comply with all rules and regulations set forth by the school District, including confidentiality procedures.

All volunteers are expected to comply with Policy GBEBB, Staff Standards of Conduct With Students.

Cross Reference: EEAEAA, Transportation Policy on Drug and Alcohol Testing
 GBEBB, Staff Standards of Conduct with Students
 IJOC-E, Procedure Exhibit

Adopted: 04/27/09
Revised: 06/04/14
Reviewed: 03/12/19

A Caring School Community Dedicated To Excellence

REGIONAL SCHOOL UNIT NO. 38
45 Millard Harrison Drive
Readfield, ME 04355

Vision Statement: Maranacook Schools will be safe, dynamic learning communities where people of all ages will think, aspire, and participate as responsible citizens in an ever-changing global society.

VOLUNTEER APPLICATION

Make a difference: Be a school volunteer

First Name: _____ Middle Name: _____ Last Name: _____

D.O.B. _____ Maiden/Previous Name: _____

Previous Married Name: _____ Previous Married Name: _____

Home Address: _____

Mailing Address: _____

Telephone: _____ Cell Phone: _____ E-mail Address: _____

Children in school (names and grades): _____

List any education, training, or experiences you have had which would help us in meeting the needs of our students: _____

Which school(s) are you interested in volunteering: ☐ Manchester Elem. ☐ Mt. Vernon Elem.
☐ Readfield Elem. ☐ Wayne Elem. ☐ Middle School ☐ High School ☐ Adult Educ.

Which area(s) would you like to serve?

Classroom Support: ☐ Mentor ☐ Specialty _____ ☐ Classroom Speaker
☐ Other (please specify) _____
☐ Field Trips

Preparation of materials: ☐ At school ☐ At home

Days/Times Available: ☐ Monday _____ ☐ Tuesday _____ ☐ Wednesday _____
☐ Thursday _____ ☐ Friday _____

Person to be notified in case of emergency: _____ (name & phone #)

References: List three people who can comment on your character and abilities whom we may contact.

Name	Address	Phone	Relationship

BACKGROUND: The following information is asked of all individuals who volunteer to work with our children to help insure the safety of our students.

1. Have you ever been charged with or investigated for sexual abuse or harassment of another person? ☐ Yes ☐ No
2. Have you ever been convicted of a crime (other than a minor traffic offense)? ☐ Yes ☐ No
3. Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)? ☐ Yes ☐ No
4. 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, with respect to court actions, the date, offense in question, and the address of the court involved (attach additional page(s) if necessary).

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

Refusal to provide authorization for reference and/or criminal records checks and/or providing false or misleading information on this application shall constitute sufficient reason to deny approval to serve as a volunteer or termination as a volunteer in RSU No. 38 – Maranacook Area School District

I understand that Regional School Unit No. 38 performs reference and criminal records checks on all volunteers and I authorize persons and entities contacted by RSU No. 38 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

Printed Name

OFFICE USE ONLY

- | | |
|---|--|
| <input type="checkbox"/> Application reviewed for completeness | <input type="checkbox"/> References checked (attach documentation) |
| <input type="checkbox"/> Criminal record checked (attach documentation) | |
| <input type="checkbox"/> Application approved | <input type="checkbox"/> Application denied |

Administrator or Authorized Official _____ Date: _____

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MARANACOOK AREA SCHOOLS
45 Millard Harrison Drive
Readfield, ME 04355

VOLUNTEER AGREEMENT FORM

I have read the RSU No. 38 Volunteer Handbook and understand my responsibilities as a school volunteer.

I understand that as a volunteer in RSU No. 38 ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer in the schools, any confidential information I have learned must continue to be kept confidential. I understand that any breach of confidentiality will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all RSU No. 38 policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the superintendent and/or school principal at any time if they determine it is in the best interest of RSU No. 38.

Date

Signature of Volunteer

Printed Name