SCHOOL VOLUNTEERS

The Board of Directors 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 educational 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.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board 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:

A. Tutoring students on a one-to-one or small group basis, or assisting with classroom projects under the direct supervision of the classroom teacher;

B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;

C. Reading to children;

D. Playing instructional games;

E. Providing services in libraries, lunchrooms and playgrounds;

F. Accompanying students in field work;

G. Assisting teachers in assembling instructional materials; and

H. Assisting in school plays, music programs and other extracurricular activities.

Volunteers serve under the direction and supervision of the designated administrator. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the designated administrator.

Staff must have their use of volunteers approved in advance by the designated administrator. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The designated administrator 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 designated administrator. Prospective volunteers will be required to complete a written application. Once an application is submitted, a background check and sex offender registry check are completed by the RSU No. 5 Human Resources Coordinator. Approval is at the discretion of the Superintendent/designated administrator. The Superintendent is responsible for developing a screening protocol for use by the designated administrator prior to approving volunteers.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

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

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference:
EEBB Use of Private Vehicles on School Business
IJOA - Field Trips and Other Student Travel

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