

## SCHOOL VOLUNTEERS

**NEPN/NSBA Code: IJOC**

The Regional School Unit 78 School Board recognizes that community members can provide valuable services to the school 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's instructional programs and extra-curricular activities. The Board adopts this policy to provide direction for the school'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. Guest-speakers, visiting artists, and those performing services such as picture taking are not considered to be volunteers and are, therefore, exempt from this policy.

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: (Please note that this list is not all inclusive)

- 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 principal or designated staff member. 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 principal. Staff must have their use of volunteers approved in advance by the principal or his/her designee. Volunteers will only be assigned to staff that requests them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The principal or his/her designee 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 principal. Prospective volunteers will be required to complete a written application.

In the interest of protecting the safety of students and staff, any and all individuals who wish to volunteer at RSU#78 must complete the Department of Education criminal background check as well as the fingerprinting process. Once confirmation has been received of the person being approved by the Department of Education they will be allowed to volunteer. No person who has been convicted of a sex offense will be allowed to volunteer in the schools or in any school-sponsored activity.

Per M.R.S.A. Title 20A, section 6103 Exemptions “ An active duty law enforcement officer from a local law enforcement agency with jurisdiction over a school’s premises who assists with school security, safety, emergency preparedness or emergency response or has been assigned other responsibilities concerning the school by the school or the local law enforcement agency is exempt from the provisions of this section” (statute defines “law enforcement agency” as any state, county, municipality or other political unit within the territory belonging to the State or any department, agency or subdivision of any of the foregoing or any corporation or other association carrying out the functions of government that employs law enforcement officers)

Information collected during the screening process will be treated as confidential to the extent allowed by the law.

RSU 78 will provide liability insurance protection for volunteers while performing assigned services.

Volunteers may not transport students in private vehicles except as allowed by Board policy. The principal will be responsible for devising a method for evaluating the effectiveness of the volunteer program on an annual basis.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: EEAB - Student Transportation in a Private Vehicle  
IIC – Field Trips and Excursions

Adopted: February 12, 2008

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