

## SCHOOL VOLUNTEERS

The School Board recognizes 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 which 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 School Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The School 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 any occasion 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 service learning or community service, is being completed to fulfill an athletic or extra-curricular activity scholarship, or is done by a recognized student organization. Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the Superintendent or designee.

Volunteers may provide assistance by:

- A. Tutoring students in a one-to-one or small group setting 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, computer labs, lunchrooms and playgrounds;
- F. Accompanying students on field trips;
- 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 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 adviser, or other designated employee.

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 Board policies, procedures and school rules when performing their assigned responsibilities. The building principal or designee shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation or other means.

Volunteers should perform only those tasks which 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 unit will conduct criminal background checks, including sex offender registry checks, on all volunteers over the age of eighteen who will be working directly with or will have access to students, including those chaperoning students on field trips or school-sponsored excursions. Volunteers who reside outside of the state of Maine will be required to provide their own criminal background check at their own expense prior to being permitted to volunteer in the district. Findings of the background check and/or failure to disclose information that appears on a criminal record check may disqualify you from volunteering.

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

The Superintendent will be responsible for devising a method for evaluating the effectiveness of the volunteers on an annual basis.

The School Board 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 IJOC

**Adopted:** September 9, 2009

**Revised:** May 23, 2011; November 13, 2014; November 7, 2017; October 6, 2020;  
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