

SECTION I INSTRUCTION

IJOC SCHOOL VOLUNTEERS

The Board 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's instructional programs and extracurricular 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 school 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 under the direct supervision of the classroom teacher;
- B. Using their special talents to provide enrichment experiences and extend student learning;
- C. Accompanying students on field trips;
- D. Assisting teachers in assembling instructional materials; and
- E. Assisting in extracurricular activities.

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

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

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

Volunteers are expected to abide by all Board policies, procedures and school rules including Policy GBEBB – Staff Conduct with Students when performing their assigned responsibilities. The Director will 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 Director and/or designee. Prospective volunteers will be required to complete a written application annually. The application will be kept on file in the main office.

In the interest of protecting the safety of students and staff, the school may conduct criminal background checks, including sex offender registry checks, on all volunteers who will be working directly with or will have access to students, including those chaperoning students on field trips or school-sponsored excursions.

The school will bear the cost for criminal background checks if required.

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 Board policy.

The school provides liability insurance protection for volunteers while performing assigned services.

In accordance with Maine law, a member of the Board or a member's spouse may not serve as a volunteer when they will have primary responsibility for a curricular or extracurricular program or activity and reports directly to the Director or a school administrator.

Legal Reference: 20-A M.R.S. § 1002

Cross Reference: EEBB – Use of Private Vehicles for School Business
GBEBB – Staff Conduct with Students
IJOA - Field Trips

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