

## SCHOOL VOLUNTEERS

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

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

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 Committee policies, procedures and school rules when performing their assigned responsibilities. The building principal 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 Community Resource Coordinator. Prospective adult volunteers will be required to complete a written application to include a Confidentiality Agreement.

In the interest of protecting the safety of students and staff, the school department will 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.

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, will be required to submit an application to the Lisbon School Department for a criminal history records check. The Lisbon School Department will provide a criminal history records check at no cost to the applicant.

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

School volunteers will submit to an annual renewal of their Criminal History Background Check at the start of each school year.

Volunteers may not transport students in private vehicles except as allowed by School Committee 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 volunteer program on an annual basis.

The School Committee will recognize volunteer service on an annual basis. The Community Resource Coordinator or designee 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  
KI - Visitors

Adopted: November 10, 2008

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