

## 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 MSAD 6's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the MSAD 6 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 will be at least 18 years of age. Exceptions are student volunteers working as part of a class, students fulfilling a service learning or community service requirement for graduation, or student volunteers who work as part of a recognized student organization.

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 will 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 Board policies, procedures and school rules when performing their assigned responsibilities. The building principal 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 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 as well as pass an annual online criminal background check.

To protect children, MSAD 6 is committed to ensuring that all current and prospective MSAD 6 volunteers who may have direct, unmonitored, and/or substantial contact with children are appropriate for serving in their positions. The Superintendent, or designee, will determine what situations will require the Criminal History Record Check (CHRC), fingerprinting and/or online criminal background checks. MSAD 6 will bear the cost for Criminal History Record Checks and fingerprinting if required for academic programming as well as MSAD 6 coaches and advisors of athletics and activities.

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.

MSAD 6 will provide liability insurance protection for volunteers while performing assigned academic services as well as MSAD 6 coaches and advisors of athletics and activities.

The Superintendent will be responsible for evaluating the effectiveness of the volunteer program.

The 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 MRSA § 1002

Cross Reference: JKAA – Use of Physical Restraint and Seclusion

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