REVISED: 05-01-2017
2nd Reading: 5/9/17; 1st Reading: 04/11/17 **Policy: IJOC**

SCHOOL VOLUNTEERS

The Board supports the use of community resources, including volunteers, to complement and support instructional programs and extracurricular activities in the schools. Volunteers work in partnership with, under the supervision of, and at the request of school administrators and staff.

The purposes of the volunteer program are to:

1. Assist teachers in providing more individualized instruction and enrichment opportunities for students; assist staff with school projects; supervise or chaperone student activities; and perform clerical work;
2. Build an understanding of and support for school programs among interested citizens; and
3. Strengthen school/community relations.

Prospective volunteers must complete an application form and confidentiality agreement. ~~Reference and background~~Background checks will be performed for all prospective volunteers, and community volunteers will submit two references to be checked by the Volunteer Coordinator. Background checks will be repeated every five years. Applications will be screened and approved by the district's volunteer coordinator. The Superintendent and school principal are authorized to use their discretion to decline an application or terminate the services of a volunteer if they determine it is in the best interests of the school department.

The school principal must approve all *regular* *volunteer* assignments before volunteers begin work. Regular volunteers are those who come in on a frequent basis for a specific purpose. The supervising staff member is responsible for giving volunteers a clear understanding of the duties, procedures and expectations necessary to perform their assignments.

All volunteers who are approved to work with students and/or in support of school programs are expected to comply with the following requirements.

1. Volunteers shall attend any required volunteer orientation/training sessions provided by the school department.
2. Volunteers will work with students under the ~~immediate~~ supervision and direction of authorized school staff in the classroom or in a highly visible and accessible open setting.
3. Volunteers shall perform only such duties and tasks specifically approved and assigned by an administrator or supervising staff member.
4. Volunteers must keep all student and staff information strictly confidential. Volunteers may not access, review, disclose or use confidential student or staff information. ~~without specific authorization from a school administrator.~~ This requirement applies even after a volunteer stops performing services for the schools.
5. Volunteers will conduct themselves in a professional manner and comply with all Board policies, school rules and directions from school personnel.
6. In accordance with Maine law, a member of the Board or a member's spouse may not serve as a volunteer when he/she has primary responsibility for a curricular or extracurricular program or activity and reports directly to the Superintendent or a school administrator.
7. Individuals will refrain from taking and/or posting photographs and/or video of students while serving in a volunteer capacity.

Legal Reference: 20-A MRSA § 1002

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