

ISLE AU HAUT SCHOOL COMMITTEE

POLICY NUMBER

Draft: 9-28-17

Adopted: 10-26-17

SCHOOL VOLUNTEERS

It is the intent of the Isle Au Haut School Committee to encourage individuals to volunteer and to use volunteer resources in the school in a manner that will ensure maximum contribution to the educational growth of pupils.

1. Utilizing the services of volunteers will help afford:
 - A. The Teacher more time to devote to instruction
 - B. More effective grouping for instructional purposes
 - C. Wider use of resources in the classroom
 - D. Greater individualized attention for meeting pupil needs
 - E. More effective group instruction
 - F. More efficient use of support staff
 - G. Opportunities for enrichment in specialized areas

2. Volunteers can help children to:
 - A. Make a better adjustment to school and to formal classroom instruction
 - B. Develop greater motivation for learning and learning activities
 - C. Increase achievement in the school program
 - D. Broaden their understanding of the world through learning of others' life experiences

Volunteers serve under the direction and supervision of the classroom teacher. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher or other designated employee. Volunteers should perform only those tasks that have been assigned, and will not have supervisory authority.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the classroom teacher after review with the superintendent. Volunteers must be approved in advance by the Classroom Teacher and Superintendent.

Volunteers have the responsibility to conduct themselves in a professional manner and are expected to abide by all School Committee policies, procedures and school rules when performing their assigned responsibilities. The classroom teacher shall make volunteers aware of applicable policies, procedures, and rules.

Volunteers will not have access to confidential information in student or staff 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. This requirement applies even after a volunteer stops performing services for Isle au Haut.

Persons interested in volunteering time or services should contact the classroom teacher. 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 who will be working directly with or will have access to students. 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 Committee policy and with permission of the Superintendent of Schools.

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