

**SCHOOL VOLUNTEERS (Procedure)**

Volunteers are in a position to model positive helpful interaction within the school community. Students benefit greatly from the support of volunteers who give their time for the greater good of students and the school. Students observing volunteers have the opportunity to learn from the voluntary giving of time and skills to others.

Procedures for all volunteers:

1. Get initial principal approval to work in the school as a volunteer and agree to abide by the procedures set forth in the policy.
2. Report to the office to sign in and out.

Signing in and out is very important for the following reasons:

- a. Notifies the school when you are in the building, and if you have left.
  - b. Identifies your location in the building in case of an emergency.
  - c. Assists in supplying statistics for annual reports.
  - d. Assures coverage by school liability insurance.
3. Wear identification badges provided by the school while participating in volunteer activities. (Badges identify you as a part of our security system to provide a safe learning environment.)
  4. Work under the direction of a particular school staff member, for a particular period of time or activity, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
  5. Approach teachers directly with questions.
  6. Respect confidentiality of students by not discussing any personal information or needs of students outside the classroom.
  7. Adhere to all school rules while in the building.

Approved: Blue Hill School Committee – February 13, 2007

Amended: Blue Hill School Committee – July 13, 2016