

## SCHOOL VOLUNTEERS

I. The Board recognizes that community members can provide valuable services to the Blue Hill Consolidated School 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 the BHCS instructional programs and extracurricular activities. The Board 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 at the Blue Hill Consolidated School or at school activities.

A. 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:

1. Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
2. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
3. Reading to children;
4. Playing instructional games;
5. Providing services in the library, office, cafeteria and on playgrounds;
6. Accompanying students on field trips;
7. Assisting teachers in assembling instructional materials; and
8. Assisting in school plays, music programs and other extracurricular activities.

B. 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.

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

1. Staff must have their use of volunteers approved in advance by the building principal.
2. Persons interested in volunteering time or services should contact the building principal.

D. Volunteers are expected to abide by all Board 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.

1. Volunteers should perform only those tasks that have been assigned.
2. 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.
3. Volunteers may not transport students in private vehicles except as allowed by Board policy.

E. Blue Hill Consolidated School will provide liability insurance protection for volunteers while performing assigned services.

Legal Reference: 20-A M.R.S.A § 1002

Cross Reference: 3101 – Field Trips

Adopted: Blue Hill School Committee – February 13, 2007

Amended: Blue Hill School Committee – July 13, 2016