

SCHOOL VOLUNTEERS PROCEDURES

The assistance of volunteers should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons:

For purposes of these procedures the following distinctions are made:

Definitions:

1. A parent volunteer in a school is a parent or guardian who currently has a child enrolled in and attending that school.
2. A community volunteer is a member of either the Wells or Ogunquit communities who does not have a child enrolled in the school.
3. A student volunteer is a child enrolled in one of the schools of the Wells-Ogunquit C.S.D.

Volunteers shall:

1. Register as a volunteer with the principal and/or his/her designee.
2. Undergo a screening process. The degree of screening is dependent upon the volunteer activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer. There are three levels of risk.
 - Low level: in classroom, under the direct supervision of staff or in open common areas (hallways, library, gym)
 - Medium level: in isolated area working with group of students
 - High level: in isolated area working with one or two students, coaching, or other group activity off-site.

Parent and community volunteers engaged in low to medium risk volunteer activities must provide at least two (2) references and be approved by the principal and/or his/her designee. A student volunteer will provide at least two (2) teacher references.

Parent and community volunteers engaged in high risk volunteer activities will need to undergo a criminal history records check (CHRC) as outlined by the Maine Department of Education. Student volunteers engaged in any high risk volunteer activity will need the express permission of the building principal.
3. Serve in the capacity of helpers and not be assigned roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
4. Be provided appropriate training at the building level consistent with their tasks. The training shall be developed under the leadership of the building principal and/or his/her designee.
5. Be provided information which includes
 - general job responsibilities and limitations,
 - school facilities, routines, and procedures,
 - work schedule and place of work, and
 - the expected relationship to regular staff.
6. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor, or principal. Volunteers shall be required to sign a confidentiality form annually.

7. Limit the amount of in-class volunteer time to a maximum of three hours per week in any given classroom.
8. Be able to devote their full attention to volunteer duties and, as such, should not be accompanied by other children.
9. Abide by all policies and procedures as adopted by the School Committee.

Adopted by the Wells-Ogunquit C.S.D. School Committee:

12/04/02