

## **WELLS-OGUNQUIT COMMUNITY SCHOOL DISTRICT**

### **SCHOOL VOLUNTEERS**

The Wells-Ogunquit C.S.D. School Committee recognizes that community members can provide valuable services to the schools 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 strengthen the relationship between school and community.

The School Committee approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Committee 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 in the schools or in school activities.

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:

- A. Tutoring students on a one-to-one or small group basis, or assisting with classroom projects under the direct supervision of the classroom teacher;
- B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- C. Reading to children;
- D. Playing instructional games;
- E. Providing services in libraries, lunchrooms, and playgrounds;
- F. Accompanying students in field work;
- G. Assisting teachers in assembling instructional materials; and,
- H. Assisting in school plays, music programs and other extracurricular activities.

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.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the Building Principal or Principal's designee.

# Volunteer Service Levels / Screening Requirements

Volunteer Level	Level of Student Contact and Level of Supervision	Type of Screening Required	Examples	NOTES
Level 1 General Volunteers	Have no direct or extended contact with students	- checked in RAPTOR  - must complete Volunteer Agreement Form	Outside speakers, program guests, field day assistants, judges of student competitions (science fairs, talent shows, etc.) test monitors	<b>Field Trips</b> – background checks will not be required of daytime field trip chaperones that accompany school personnel on local field trips when the volunteer is under the supervision of district personnel.
Level 2 Monitored Volunteers	Have direct but limited contact with students, during school hours, in a supervised environment	- checked in RAPTOR  -completion of Volunteer Application  -completion of Volunteer Agreement Form	Classroom assistants, school office/cafeteria assistants, classroom reading groups, overnight field trip chaperones that are under the supervision of school personnel	
Level 3 Unmonitored Volunteers	Have direct and/or extended contact with students, both before and after school hours, without the presence and direct supervision of district personnel	-Maine Criminal History Records Check (including fingerprinting)  -completion of Volunteer Application  -signed statement that he/she has never been convicted of any crime or violation against a minor  -completion of Volunteer Agreement Form	Overnight chaperones not under the direct supervision of a district staff member, athletic assistants or coaches, before or after-school one-to-one tutors and/or mentors at school or away from the school, and group mentors at school or away from the school.	A prospective volunteer <u>will not</u> be permitted to perform duties while the WOCSD awaits criminal background check results.

Staff must have their use of volunteers approved in advance by the Building Principal/designee. Volunteers will only be assigned to staff who request them.

- Volunteers are expected to abide by all WOCSD School Committee policies, procedures and school rules when performing their assigned responsibilities. The Building Principal or designated staff 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.
- Volunteers should perform only those tasks that have been assigned.
- 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.
- Volunteers may not transport students in private vehicles except as allowed by WOCSD policy.
- In accordance with Maine law, a member of the School Committee 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.

Persons interested in volunteering time or services should contact the Building Principal or designated staff. Prospective volunteers will be required to complete a written application with approval at the discretion of the Building Principal. The Superintendent will be responsible for developing a screening protocol for use by the Building Principal prior to approving volunteers.

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

The Superintendent will be responsible for devising a method for evaluating the effectiveness of the volunteer program on an on-going basis.

The School Committee will recognize volunteer service on an annual basis. The Building Principal or designated staff will be responsible for appropriate school recognition.

Legal reference: 20-A M.R.S.A. § 1002

Adopted by the Wells-Ogunquit C.S.D. School Committee: 11/02/16