

# M.S.A.D. No. 75 Volunteer Handbook

## *The Year of the Volunteer*



Thank you for choosing to spend your time and share your talents as a school volunteer! It is our hope that the experience will be as beneficial to you as it is to our students.

For many adults, volunteering in a school is a new experience, different from their memories as a child. Several topics of interest are addressed in the handbook, and yet there is so much more to being a good volunteer! You serve as a role model for our students; you assist our staff in meeting the needs of students; and you connect our schools to the community. You become part of the system, learning and sharing with each visit. You make a difference, and we appreciate it very much.

Please don't hesitate to ask if you have questions or concerns. You will find our teachers, office staff and administrators eager to be of support to you.

On behalf of the students and staff of M.S.A.D. No. 75...welcome and thank you!

Shawn Chabot  
Superintendent of Schools

M.S.A.D. No. 75 is committed to improving partnerships with parents and community members and agencies in service of M.S.A.D. No. 75 District goals. Effective communication and enhancement of personal relationships between school personnel, students' families, and community members are essential to student learning and success.

### **OUR HEARTFELT THANKS:**

***Thank you for volunteering in M.S.A.D. No. 75! You bring special talents, interests, willing attitudes, and warm generosity to our schools. Each time you help, students benefit; and whether you are assisting with clerical tasks or a visiting dignitary, students and staff rely on you! In fact, what would we ever do without you?***

**You are the best!**

**THE BEST VOLUNTEER EXPERIENCE:**

**It is M.S.A.D. No. 75's goal that your volunteer time is positive for you, for staff and for students. This handbook will answer some questions and provide helpful tips for both new and experienced volunteers alike. Please give your building principal or staff contact a call if you need more guidance. They are available to help!**

<p><b>Your principal is:</b> _____</p> <p><b>Email:</b> _____ <b>Phone:</b> _____</p> <p><b>Your staff contact is:</b> _____</p> <p><b>Email:</b> _____ <b>Phone:</b> _____</p>
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<u>Schools</u>	<u>Principal/Administration</u>	<u>Office Contact</u>	<u>Phone</u>
Bowdoin Central School	Ryan Keith keithr@link75.org	Karen Mayo mayok@link75.org	666-5779
Bowdoinham Community School	Chris Lajoie lajoiec@link75.org	Vicki Russell russellv@link75.org	666-5546
Harpswell Community School	Anita Hopkins hopkinsa@link75.org	Cheryl Card cardc@link75.org	729-5177
Williams-Cone School	Randa Rineer rineerr@link75.org	Karen Sanders sandersk@link75.org	725-4391
Woodside Elementary School	Richard Dedek dedekr@link75.org	Kim Tanguay tanguayk@link75.org	725-1243
Mt. Ararat Middle School	Josh Ottow ottowj@link75.org	Sharon Blackman blackmans@link75.org	729-2950
Mt. Ararat High School	Donna Brunette brunetted@link75.org	Michelle Reed reedm@link75.org	729-2951 x270
Sport Activities	High School - AD Geoff Godo	godog@link75.org	729-2966 X 213
	Middle School – AD Rick Crawford	crawfordr@link75.org	729-2950

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**CONFIDENTIALITY**

*Protecting the privacy of students and families is the law (Family Educational Rights and Privacy Act (FERPA). All volunteers, Level 1 and Level 2, will be asked to sign a Confidentiality Agreement before beginning work in M.S.A.D. No. 75. The Confidentiality Agreement can be found on page 6 of this handbook. Please read, sign and return it to your building secretary.*

*Being confidential is very important. If you observe something that concerns you, please contact your building principal. Remember, information about students cannot be shared with others outside of school.*

## **FREQUENTLY ASKED QUESTIONS:**

### **How do I volunteer?**

Every single school in M.S.A.D. No. 75 needs volunteers, from elementary straight through high school. Schools treasure you! Please contact your building principal or secretary for more information on how you can help.

### **Who volunteers?**

Education takes us all! Volunteers in M.S.A.D. No. 75 are parents, family members, community members and college students. We welcome the help of all responsible adults who value education, who enjoy working with children and who will be good role models.

### **Do I need special credentials to be a volunteer?**

There are two levels of volunteers. (See page 5 for details on Level 1 and Level 2 Volunteers.) Level 2 volunteers will be asked to have a Criminal History Record Check through the Maine Department of Public Safety.

### **Who guides/supervises school volunteers?**

All volunteers, Level 1 or Level 2, will get direction from their supervising staff member. Supervising staff might be a teacher, a school or district staff member, or even the principal.

### **What do you need to know as a volunteer?**

- As volunteers, you definitely want to be friendly and kind; however, teachers can help you set healthy “bubble” boundaries with students.
- You will need to focus full attention on the work at hand.
- Please quiet cell phones in classes and around students.
- As role models for students, behavior, dress and language must always be appropriate.
- M.S.A.D. No. 75 schools are tobacco-free campuses which means no smoking ANYWHERE on school premises.

### **What behaviors should volunteers expect from students?**

Respect and kindness are important in every M.S.A.D. No. 75 school. All students, whatever their age, should be able to show you what being kind and respectful looks like. If at any time you find a student being disrespectful or unsafe, please immediately report that behavior to your supervising teacher. He/she will assist.

### **What about disciplining students?**

Beyond asking for cooperation, discipline is solely up to the teacher or school staff. Since a teacher or staff member will supervise your work, help should always be close by.

### **IF YOU NEED SOMETHING. PLEASE LET US KNOW!**

Your needs as a volunteer are important; and if something is not working, please let your supervising teacher or the building principal know right away. As well, as you get to know the school and its students, you'll find your skills and experience quickly grow. Ask any seasoned volunteer to see just how rewarding it is to help in M.S.A.D. No. 75!

### **AND MOST IMPORTANTLY:**

Please remember that you make a difference and M.S.A.D. No. 75 students are better because of YOU! Thank you!

## ***VOLUNTEER LEVELS AND REQUIREMENTS***

There are two volunteer levels. Please read about them in the following descriptions. Your supervising teacher or building principal will help you choose the level that best fits your situation.

### **Level 1 Volunteer**

In M.S.A.D. No. 75, volunteers serving on a limited basis, on occasion, under the direct supervision of a district staff member would qualify as a Level 1 volunteer.

Examples of Level 1 Volunteer:

- A one-time classroom aide or library assistant
- A presenter or visiting special guest

### **Level 2 Volunteer**

Level 2 volunteers may work with less direct supervision, but will be assigned to a teacher or staff member who will monitor and provide support. Anyone serving on a regular basis qualifies as a Level 2 volunteer and will be asked to have a Criminal History Record Check (CHRC) completed through the Maine Department of Public Safety. *All results will remain strictly confidential between the volunteer and the Human Resources (HR) Director.*

Examples of Level 2 Volunteer:

- Any volunteer working regularly in the building for any purpose, e.g., a classroom, clerical, lunchroom or library aide, etc.
- Mentors and Chaperones
- Tutors for individual students or small groups
- School sponsored after school club advisors or school sponsored coaches

### **Requirements for all Level 1 and 2 Volunteers:**

- Read and sign the Volunteer Confidentially Agreement before you start volunteering.
- Sign in and out when you enter or exit the building.
- Obtain a visitor badge from the school secretary when you arrive and return it when you leave.
- Report to your supervising teacher on time. (Please call the school office if you're running late or can't make it.)

### **Additional Requirements for Level 2 Volunteer:**

- Before beginning an assignment, Level 2 volunteers will complete the Criminal History Record Check release form, which will be submitted to the M.S.A.D. No. 75 Human Resources (HR) Director. Results will be obtained from the Maine Department of Public Safety and will be reviewed only by the HR Director. *All results will remain confidential.*
- Once the background check is complete, the HR Director will notify the school; and you may begin volunteering at a Level 2 capacity.

**M.S.A.D. # 75  
Volunteer Application**

**VOLUNTEER CONFIDENTIALITY AGREEMENT:**

*As a volunteer for M.S.A.D. No. 75, I understand that student and staff information is confidential. Therefore, I agree not to access, review, disclose or use any such confidential information without approval from a school administrator. I also understand that this applies even when I am no longer volunteering in any of the schools within M.S.A.D. No. 75. Should I breach these confidentiality requirements, as outlined by the Family Educational Protection Rights Act (FERPA), I understand that this could lead to immediate termination as a volunteer and could result in legal action against me.*

*I agree to adhere to the same school rules applicable to all staff and to follow directions outlined by school administrators and staff during my time as a volunteer. I understand that my time spent as a volunteer may be terminated at the discretion of the Superintendent and school principals at any time they determine it is in the best interests of students and M.S.A.D. No. 75.*

Please place a check mark by the School(s) you wish to volunteer in:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Bowdoin Central     | <input type="checkbox"/> Bowdoinham Community | <input type="checkbox"/> Williams-Cone           |
| <input type="checkbox"/> Harpswell Community | <input type="checkbox"/> Woodside Elementary  | <input type="checkbox"/> Coach Mt. Ararat Middle |
| <input type="checkbox"/> Mt. Ararat Middle   | <input type="checkbox"/> Mt. Ararat High      | <input type="checkbox"/> Coach Mt. Ararat High   |

Full name: \_\_\_\_\_  
(Please print) Last First (MI)

Maiden name or alias: \_\_\_\_\_ Phone (H): \_\_\_\_\_ (C) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street) (Town) (Zip Code)

Email Address: \_\_\_\_\_  
(Volunteer requests are most always made via email or are posted on the school webpage.)

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**If applying for Level 2 Volunteer Status**

My signature below constitutes authorization for M.S.A.D. No. 75 to perform a background check through the Maine Department of Public Safety. This check will be overseen by the Human Resources Director of M.S.A.D. No. 75 and findings will remain confidential.

**Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For HR use only: CHRC complete.  Applicant approved  Yes  No