

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

*Thank you
Volunteers!*



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 each school, 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 District Employees to be eager to be of support to you.

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

Robert J. Lucy
Interim 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, our students benefit! Thank you for your help. We appreciate you!

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 Administrative Assistant a call if you need more guidance. They are happy to help.

<p>Your Principal is: <u>Randa Rineer</u></p> <p>Email: <u>rineerr@link75.org</u> Phone: <u>725-4391</u></p> <p>Your Administrative Assistant is: <u>Karen Sanders</u></p> <p>Email: <u>Sandersk@link75.org</u> Phone: <u>725-4391</u></p>

Schools	Principal/Administration	Administrative Assistant	Phone
Bowdoin Central School	Ryan Keith keithr@link75.org	Karen Mayo mayok@link75.org	666-5779
Bowdoinham Community School	Chris Lajoie lajoiec@link75	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	Denise Cromwell cromwelld@link75.org Kim Tanguay tanguayk@link75.org	725-1243
Mt. Ararat Middle School	Megan Hayes Teague hayesteaguem@link75.org	Bethany Billinger billingerb@link75.org Sharon Blackman blackmans@link75.org	729-2950
Mt. Ararat High School	Chris Hoffman hoffmanc@link75.org	Logan Arrowood arrowoodl@link75.org Michelle Reed Reedm@link75.org	729-2951
Sport Activities	MTA H.S. Athletic Director: Geoff Godo	godog@link75.org	729-2966 x8080
	Mt. Ararat Middle School Athletic Director: Michele Crawford	crawfordm@link75.org	729-2950 x7130

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CONFIDENTIALITY

Protecting the privacy of students and families is the law under the 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's Administrative Assistant.

Remaining confidential is very important. If you observe something that concerns you, please contact your building Principal.

Please remember ... information about students cannot be shared with others outside of school.

FREQUENTLY ASKED QUESTIONS (FAQs):

How do I volunteer?

Every school in M.S.A.D. No. 75 needs volunteers, from elementary through high school. Our schools value your willingness to help! Please contact your building Principal or Administrative Assistant for more information on how you can help.

Who volunteers?

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 students 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 One (1) and Level Two (2) Volunteers.) All Volunteers will have a brief background check conducted through the District's Human Resources Department before they can begin.

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 the Principal.

What do you need to know as a volunteer?

- *As volunteers, you want to be friendly, kind and helpful. Teachers and Staff can help you set appropriate boundaries with students.*
- *You will need to focus full attention on the work at hand.*
- *Please silence 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 grounds. (This includes in your car in the parking lot).*

What behaviors should volunteers expect from students?

Respect and kindness are important in every M.S.A.D. No. 75 school. All students 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. They can 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. If something is not working, please let your supervising Teacher or the building Principal know right away. As you get to know the school and students, you'll find your skills and experience quickly grow. It's so rewarding to volunteer and help in our M.S.A.D. No. 75 classrooms and schools!

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.

Examples of a Level One (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 One (1) volunteer.

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

Examples of a Level Two (2) Volunteer:

Level Two (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 Two (2) volunteer.

- Any volunteer working regularly in the building for any purpose, e.g., a classroom, office, lunch room or library aide, etc.
- Chaperones or Mentors
- School sponsored after school club advisors or school sponsored coaches

Requirements for all Level One (1) and Two (2) Volunteers:

- Read, complete (entirely), sign and return the Volunteer Confidentially Agreement to your school's Administrative Assistant.
- A brief background check will be conducted by Human Resources. You will be notified when you can begin to volunteer.
- Coordinate with the respective school where you wish to volunteer.
- Upon arrival, check in with the Main Office to sign in and obtain a Visitor badge.
- Please sign out and return the Visitor badge when you leave for the day.
- Report to your supervising Teacher on time. (Please call the Main Office if you're running late or can't make it.)

If a volunteer might seek to work with the District as a Substitute Teacher or Paraprofessional, they should seek to obtain a Criminal History Records Check (CHRC) through the Maine Department of Education. Please contact Human Resources for more information.

M.S.A.D. No. 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 or 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 School |
| <input type="checkbox"/> Mt. Ararat Middle | <input type="checkbox"/> Mt. Ararat High School | <input type="checkbox"/> Coach - Mt. Ararat High School |

Full name: _____
(Please print) (Last) (First) (MI)

Prior name or Alias: _____ Phone (H): _____ (C) _____

Mailing Address: _____
(Street) (Town) (Zip Code)

Email Address: _____

Emergency Contact: _____ Phone Number: _____

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

Signature: _____ **Date:** _____

Date of Birth: ____/____/____

For HR use only: Background check complete. <input type="checkbox"/>	Volunteer approved <input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------------------------------------------------	-----------------------------------------------------------------------------