

AUGUSTA SCHOOL DEPARTMENT

Volunteer Handbook



*2200 Plus students, 6 Exceptional Schools, 200 Plus Great Teachers
Equals 1 Amazing Education*

Augusta School Department Volunteer Services

There are many talented and knowledgeable parents and community members in the Augusta School District who are willing and eager to use their time and energy to help in our schools. These volunteers can be seen in our schools reading and writing with students, copying documents for teachers, working with students to support their math skills, and doing many other important tasks. This effort supports the teachers and students in our district as we work to meet the individual needs of all students.

The volunteer program helps to establish a strong connection between the schools and the community. We hope to grow this connection as we discover the strengths and talents of members of our community by establishing a mentor system where community members can share their knowledge with our students. Through this partnership we hope to strengthen the bond between the schools and the community.

We realize that it does take a community to educate a child. As we strive to strengthen our volunteer system and increase the numbers of community members working in our schools, we hope to provide our students with a greater perspective on their community and the world they live in. Our thanks go out to all who add to the educational experience of the Augusta School Department students.

This handbook is designed to provide an overview of the Augusta School Department Volunteer Program. Please do not hesitate to contact the school where you would like to volunteer. We will make every effort to make this experience a positive and fulfilling one for all who wish to help out in our schools. Your gift of time and/or resources is very much appreciated by the Augusta School Department and we are dedicated to expanding our opportunities for school and community to work together to benefit our students.

James N. Anastasio
Superintendent of Schools

MISSION

The mission of the Augusta School Department is to provide all students with challenging, high quality educational programs in academic skills, life skills, career preparation, and citizenship.



OUR VISION FOR THE FUTURE

Remembering that every decision should answer the question “How does this benefit the students?” the Augusta School department will:

- Deliver an all-encompassing, individualized curriculum that tailors instruction, challenges students, provides flexibility and maintains rigor, while expanding experiential learning and creating mindful students who are prepared to be functioning members of a global society.
- Foster creativity while developing and implementing programs that engage students for a changing world, enhance curriculum, and leverage the power of technology for learning and life.
- Create a safe and secure school community where behaviors and actions are held accountable for students, staff, and parents, while fostering a culture of acceptance and support for all, as well as respect and empathy for our school and community.
- Value open, transparent and mutually respectful communication which includes active listening to promote positive collaboration between staff, students, parents and community. We expect strong and successful communication skills to be taught, modeled, and utilized by all.
- Increase social, physical, emotional and mental well-being, by supporting opportunities for students and staff to learn and practice strategies for healthy lifestyles.

What is a volunteer?

A **volunteer** is any person who gives time to help school personnel and students. A volunteer may work at a school or at home.

Goal of the Volunteer Program

The goal of the Augusta School Department is to establish a partnership between the community and the schools in order to provide support for classroom teachers based on specific or on-going needs as we work to supplement and enhance student learning.

Opportunities to Volunteer

In the Augusta School Department, there are volunteer opportunities available to fit various interests, skills, and time availabilities. Volunteers may provide assistance by:

- Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
- Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- Reading to children;
- Playing instructional games;
- Providing services in libraries, lunchrooms and playgrounds;
- Accompanying students on field trips;
- Assisting teachers in assembling instructional materials;
- And assisting in school plays, sports, music programs and other extracurricular activities

How do I sign up to be a volunteer?

Persons interested in volunteering should notify the school secretary to complete a volunteer application and acknowledge receipt of the Volunteer Handbook. 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. Any person interested in volunteering is required to attend a training to learn about the responsibilities and expectations of a volunteer. All volunteers will be given instruction on how to access the school building and how to sign in and out. For safety reasons volunteers will be required to wear proper identification. Volunteers are also expected to understand school rules and policies, including emergency procedures.

What should I know about being a volunteer?

Confidentiality: Confidentiality means that the volunteer does not talk about or share in any form, including electronically, information gained from being present in a classroom, hallways, a faculty room, main office, cafeteria, playground, on field trips, etc. It is important that you honor the confidentiality of students, staff, administrators and programs. Any information that is shared with you must remain confidential. When you see or overhear something, this information stays at school. If you have a concern about an incident or information please talk to the teacher or principal.

Being on time: It is important to arrive on time and stay the entire time.

If you can't come: If you are unable to arrive on time or can't come in, you should notify the school secretary or another appropriate person in a timely manner.

What to do when the teacher is working with the class: During instructional time please follow the guidance and protocol set forth by the teacher.

How to interact with students: It is important that you carry yourself in a professional manner where students are concerned. Interactions should be academic in nature based on teacher guidance. Personal conversations should be limited during the volunteer time.

What to do when students share confidential information with you: Report information directly to the teacher. Do not take it upon yourself to deal with the information.

Disciplining students: Disciplining students is the role of the teacher, but it is encouraged that volunteers support the school in enforcing school rules.

When you need help: If you need help please ask the teacher, however it is important that you save those questions for a time when the teacher is not instructing.

SCHOOL VOLUNTEERS

The Board 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 strengthens the relationship between school and community.

The Board approves the use of volunteers to support the school system's 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 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 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 on field trips;
- G. Assisting teachers in assembling instructional materials;
- H. And assisting in school plays, sports, 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.

Staff must have their use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff members who request them.

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.

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.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers will be required to complete a written application.

In the interest of protecting the safety of students and staff, the Augusta School Department will conduct criminal background checks, including sex offender registry checks, on any volunteers who have unsupervised sustained direct contact with students during non-school hours activities at the expense of the volunteer. The decision to make background check will be determined by the administrator of the building.

Information collected during this screening process will be treated as confidential to the extent allowed by law.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

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 annual basis.

The Board will recognize volunteer service on an annual basis. The building administrator will be responsible for appropriate school recognition of volunteers.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: EEAG - Student Transportation in Private Vehicles IJOA - Field Trips and Excursions

Adopted: July 12, 2017

Augusta School Department
40 Pierce Drive, Suite 3
Augusta, ME 04330

VOLUNTEER APPLICATION
Make a difference: Be a school volunteer

First Name _____ Last Name _____

18 or older Yes ___ No ___

Address _____

Telephone _____ Cell Phone _____ E-mail Address _____

Children in school (names and grades) _____

List any education, training, or experiences you have had which would help us in meeting the needs of our students _____

Which school(s) are you interested in volunteering Hussey Elementary Gilbert Elementary
Farrington Elementary Lincoln Elementary Cony Middle School Cony High School CATC

Which area(s) would you like to serve?

Classroom Support: Mentor Specialty _____ Classroom Speaker
Other (please specify) _____
Field Trips

Preparation of materials: At school At home

Days/Times Available: Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____

Person to be notified in case of emergency (name and phone #) _____

References: List three people who can comment on your character and abilities whom we may contact.

Name	Address	Phone	Relationship

BACKGROUND: The following information is asked of all individuals who volunteer to work with our children to help insure the safety of our students.

1. Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes No
2. Have you ever been convicted of a crime (other than a minor traffic offense)? Yes No
3. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? Yes No
4. Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes No

If you answered YES to any of the previous questions, provide full details below, with respect to court actions, the date, offense in question, and the address of the court involved (attach additional page(s) if necessary).

If you have lived outside of Maine, please identify the states and dates:

Refusal to provide authorization for reference and/or criminal records checks, if deemed necessary, and/or providing false or misleading information on this application shall constitute sufficient reason to deny approval to serve as a volunteer or termination as a volunteer in the Augusta School Department.

I understand that Augusta School Department may perform reference and criminal records checks on volunteers and I authorize persons and entities contacted by Augusta School Department in connection with this application to provide information about me. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress invasion of privacy, or interference with contractual relations that I might otherwise have against the school department, its agents and officials or against any provider of such information. I further understand that if I am approved as a volunteer, that I will be required to sign a Volunteer Agreement and attend a Volunteer Orientation with the Principal/Director.

Date _____

Applicant Signature

Printed Name

=====

OFFICE USE ONLY

- Application reviewed for completeness
- References checked (attach documentation)
- Criminal record checked if deemed necessary (attach documentation)
- Application approved
- Application denied

Administrator or Authorized Official _____ Date _____

Augusta School Department
40 Pierce Drive, Suite 3
Augusta, ME 04330

VOLUNTEER AGREEMENT FORM

I have read the Augusta School Department Volunteer Handbook, have attended volunteer training, and understand my responsibilities as a school volunteer.

I understand that as a volunteer in the Augusta School Department ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer in the schools, any confidential information I have learned must continue to be kept confidential. I understand that any breach of confidentiality will result in my immediate termination as a volunteer and my result in legal action against me.

I understand that I must comply with all Augusta School Department policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the superintendent and/or school principal at any time if they determine it is in the best interest of the Augusta School Department.

Date

Signature of Volunteer

Printed Name

Approval Instructions

All employees of school systems and persons employed by others on behalf of school systems who are not certified or authorized will be required to obtain a Criminal History Record Check (CHRC) approval from the Maine Department of Education based on fingerprints.

Approval is not intended to reflect the individual's qualifications or ability to perform the job assigned. All school personnel requiring a Criminal History Record Check approval will be issued a temporary approval card, valid for eight weeks upon submission of an approval application and \$15 to the Certification Office. In order to continue employment in an approval category after the eight-week period, the individual must be fingerprinted at an approved fingerprint site during the eight-week temporary approval period. Once the Certification Office receives the criminal history record information and clears the application, a five-year card will be issued.

You must have your fingerprints taken at a Maine approved fingerprint site. Fingerprints taken for other purposes and at other places (such as your local police station, military facility, government office, bank) will not be accepted.

Applicant Instructions

1. Register for fingerprinting online (see attached instructions) with the Maine Department of Public Safety. If you do not register, you will not be able to have your fingerprints taken. ***There is a \$55 fee for this process.***
2. Take your confirmation number (received after registration) and a picture ID (a driver's license or Maine State ID is preferred) to the fingerprint site.
3. After you are fingerprinted, complete the Maine Department of Education Application for Initial Educational Approval (EFC-300-C), which is attached, and provide an explanation to questions to which you answered "yes."
 - o If you answered "yes" to Question 1: for each conviction, attach a brief explanation stating when and what the conviction was. If further information is requested, you will need to provide attested copies of the Judgment and Commitment papers (including probation conditions). These documents may be obtained from the Clerk of Courts where you were convicted. This includes OUI and negotiating a worthless instrument.
 - o If you answered yes to question 2 and/or 3: attach an explanation for each situation.
 - o If you answered "yes" on a previous application and there have been no additional convictions, submit a statement that there have been no new convictions since the previous "yes" was submitted.
4. Once you have completed the Maine Department of Education Application for Initial Educational Approval (EFC-300-C) send the application to the Department of Education, Certification Office, 23 State House Station, Augusta, ME 04330. ***A \$15 non-refundable fee is to be sent with this application. Make check payable to: Treasurer, State of Maine***

Additional Fingerprinting Information

1. From the fingerprint cards, state and federal criminal history record checks will be conducted. The results of the state and federal criminal history record checks will be forwarded to the Maine DOE to be used for the issuance or denial of approvals. This information is confidential and cannot be shared with a school system, professional organization such as the Maine Education Association, or anyone else. There will be procedures in place by which an individual may access the information received by the Maine DOE, but no one else may have access to this information. The Maine State Bureau of Identification will retain the fingerprints in an electronic civil file to be used for renewal purposes.
2. If you have applied for the CHRC approval and if you are eligible, you will receive your approval card after we receive the results of the criminal history record check from the FBI and the Maine State Police. However, additional time is needed to review criminal conviction information.
3. If you are not eligible, you will receive notification in writing.

FINGERPRINTING LOCATIONS FOR MAINE

Location listing is accurate as of Wednesday September 06th 2017 1:43:43 PM CST - locations are subject to change without notice.

Location	Address	Dates & Times
Augusta - Riverside Dr.	124 Riverside Dr., Augusta, ME	Mon & Fri 9:00-2:00; Tue-Thu 9:00-2:00 & 3:00-4:00
Belfast - High St	106 High St, Belfast, ME	3rd Sat 10:00 - 2:00
Brewer- Wilson St	484 Wilson St, Brewer, ME	Mon - Fri 8:30 - 11:30 & 12:00 - 4:00
Farmington- South St	117 South St, Farmington, ME	Every 2nd Sat 10:00 - 2:00
Lisbon- Lisbon Rd	72 Lisbon Rd, Lisbon, ME	Mon & Tues 9:00-5:00; Wed & Fri 9:00- 4:20
Portland- Lancaster St	175 Lancaster St Suite 213, Portland, ME	Mon - Fri 8:00 - 1:00 & 1:30 - 4:30
Presque Isle- Houlton Rd	3 Houlton Rd, Presque Isle, ME	Tue-Fri 8:30-4:00
Springvale- Bradeen St	21 Bradeen St Ste 201, Springvale, ME	Monday - Friday 9:00 AM - 2:15 PM
Winslow- Benton St	285 Benton Ave, Rm 177, Winslow, ME	1st & 4th Sat 10:00 - 2:00