Administrative Offices

Susan Lessard Superintendent of Schools
Jamie Bender Acting Assistant Superintendent of Schools

90 Town St., Norwich, CT 06360
Phone: (860) 823-6284 Fax: (860) 823-4220

Lisa Hughes, Ed. D. Director of Student Services & Special Education
Robert Sirpenski Business Administrator

Welcome Student Volunteers
Thank you for volunteering with Norwich Public Schools (NPS)! Middle- or high-school student volunteers help enrich programs and gain valuable experience while serving their community.

Student Volunteer Information.

Student Name: _____**School:** _____
Birthday (MM/DD/YYYY): _____ *(for identification only)*
Address: _____
Preferred Contact (check all):
☐ Student Cell (call) ☐ Student Cell (text) ☐ Parent Cell ☐ Email

Student Cell:_____Student Email:_____

School Assignment & Contact

School Where Volunteering: _____Staff Contact at School: _____

Contact's Role/Title: _____Contact Phone/Email: _____

Emergency Contact (if different from parent/guardian):
Name _____Relationship _____
Phone _____Preferred Hospital _____

Student Volunteer Guidelines

- **Supervision:** Student volunteers always work under staff supervision.
- **Conduct:** Students must be punctual, dress appropriately, and use respectful language. No alcohol, tobacco, vaping, or inappropriate language while volunteering.
- **Confidentiality:** Volunteers must maintain confidentiality regarding all student and staff information during and after service. Do not discuss student or staff information outside of the assigned staff member or school administrator.
- **Safety:** Report any safety or health concerns to staff immediately. Students may not discipline or touch another student except in an emergency.
- **Photos:** Do not take or share pictures or videos of students on personal devices or social media.
- **Check-In:** Sign in at the main office and wear a volunteer badge while on school grounds.

Screening

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Middle & high school student volunteers must submit this form along with their parents' or guardians' permission. NPS reserves the right to end volunteer service at any time.

Required Signatures

Student Acknowledgement
I have read the NPS Student Volunteer Guidelines. I agree to follow all expectations and understand that failure to do so may result in the loss of volunteer privileges.

Student Signature _____ Date _____

Parent/Guardian Permission
I give my student permission to volunteer with Norwich Public Schools. I understand that my student is not covered by district insurance.

Parent/Guardian Signature _____ Date _____

Optional Media Release

☐ I allow NPS to use my student's photo or story for school publications, websites, or social media.
☐ I DO NOT allow NPS to use my student's photo or story.

Parent/Guardian Initials _____ Student Initials _____

Liability & Confidentiality Acknowledgment

I acknowledge that Norwich Public Schools does **not provide liability insurance coverage** to non-district personnel serving as volunteers. I understand that Norwich Public Schools does **not offer insurance coverage** for any loss, injury, illness, or death resulting from my student's unpaid service to the district.

Parent Initials _____ Student Initials _____

In accordance with **Connecticut General Statutes §10-235**, volunteers approved and supervised by Norwich Public Schools are generally **protected from civil liability**, **except for willful or malicious conduct**.

I also understand that volunteers must **maintain confidentiality** regarding all student and staff information, both during and after their service.

Parent/Guardian Signature: _____ **Date:** _____
Student Signature: _____ **Date:** _____