Maine School Administrative District No. 75

VOLUNTEER HANDBOOK

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 you very much.

Please don't hesitate to ask if you have questions or concerns- we are eager to support you. On behalf of the students and employees of M.S.A.D. No. 75...WELCOME!

Heidi O'Leary
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.

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School Contact Information

Please reach out to your local or family's school to find out about Volunteer opportunities.

SCHOOL	PHONE/EMAIL	ADDRESS
Bowdoin Central School (K-5) (BCS) *Ryan Keith, Principal* *Karen Mayo, Administrative Assistant*	**Tel: 207-666-5779** *keithr@link75.org* *mayok@link75.org*	1460 Main Street Bowdoin, ME 04287
Bowdoinham Community School (K-5) (BHM) *Chris Lajoie, Principal* *Vicki Russell, Administrative Assistant*	**Tel: 207-666-5546** *lajoiec@link75.org* *russellv@link75.org*	23 Cemetery Road Bowdoinham, ME 04008
Harpswell Community School (K-5) (HCS) *Bridgette Ortiz, Principal* *Cheryl Card, Administrative Assistant*	**Tel: 207-729-5177** *ortizbrid@link75.org* *cardc@link75.org*	308 Harpswell Islands Rd. Harpswell, ME 04079
Williams-Cone School (K-5) (WCS) *Joshua Ottow, Principal* *Jessica Richards, Administrative Assistant* *Ella Anderson, Administrative Assistant*	**Tel: 207-725-4391** *ottowj@link75.org* *richardsj@link75.org* *andersone@link75.org*	19 Perkins Street Topsham, ME 04086
Woodside Elementary School (K-5) (WES) *Rick Dedek, Principal* *Denise Cromwell, Administrative Assistant* *Kim Tanguay, Administrative Assistant*	**Tel: 207-725-1243** *dedekr@link75.org* *cromwelld@link75.org* *tanguayk@link75.org*	42 Barrows Drive Topsham, ME 04086
Mt Ararat Middle School (6-8) (MAMS) *Megan Hayes Teague, Principal* *Ashley Owen, Administrative Assistant* *Amy Leonard, Administrative Assistant*	**Tel: 207-729-2950** *hayesteaguem@link75.org* *owena@link75.org* *leonarda@link75.org*	66 Republic Ave. Topsham, ME 04086
Mt Ararat High School (9-12) (MTA) *Christopher Hoffman, Principal* *Sydney Chatman, Head Administrative Assistant* *Michelle Reed, Administrative Assistant*	**Tel: 207-729-2951** *hoffmanc@link75.org* *chatmans@link75.org* *reedm@link75.org*	68 Eagles Way Topsham, ME 04086

Confidentiality

Protecting the privacy of students and families is the law under the Family Educational Rights and Privacy Act (FERPA). All Visitors and Volunteers should retain confidentiality. Volunteers will be asked to sign a Confidentiality Agreement before beginning work in M.S.A.D. 75. The Confidentiality Agreement can be found on page 5 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 the school.

Frequently Asked Questions About Volunteers

Who can volunteer?
Parents, family members, community members and college students can all volunteer. We welcome the help of responsible adult community members who value education, who enjoy working with students, and who will be good role models. Special exceptions are made for minors who are volunteering as part of a school project.

Do I need special credentials to be a volunteer?
No, but you must apply and be approved by Human Resources pending a background check. We review the Sexual Offender Registry and conduct a driving record and criminal record check through Information Resource of Maine. *All findings remain confidential.*

How will I know if I've been approved?
Check with your school's Main Office. Our database is updated regularly as results from the background check. It can take up to two weeks for results, so plan accordingly if you intend to volunteer for a specific activity. Volunteer approvals are valid for two (2) calendar years.

Will I be responsible for students?
All volunteers will get direction from their supervising staff member. Supervising staff might be a teacher, a school or district staff member, or the Principal.

What about disciplining students?
Respect and kindness are important in every M.S.A.D. 75 school. All students should be able to show 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 staff member. Beyond asking for cooperation, discipline is solely up to the teacher or school staff.

Your needs as a volunteer are important. If something is not working, please let your supervising teacher, the Main Office, or the building Principal know right away. As you get to know the school and students, your comfort in our schools will quickly grow.

Visitor Information

All Visitors to our schools must check in at the Main Office and present your ID before signing in to verify building occupancy in case of emergency. All Visitors must wear a Visitor Badge which is *easily visible* at all times to ensure the safety of our students. Please return your Visitor Badge when signing out at the end of your visit.

Examples of a Visitor:

- A presenter or visiting special guest who will not be alone with or supervising students.
- A Parent/Guardian who is visiting during school hours specifically to meet with staff/administration regarding their student.

Requirements for Visitors:

- Coordinate with the respective school where you wish to visit.
- Arrive ON TIME- we have reserved time in our day to meet with you or have invited you to our school. Please call the Main Office if you're running late or can't make it.

Please remember that even as a Visitor, information about students cannot be shared with others outside the school. Remaining confidential is important and it's the law.

Volunteer Information

All Volunteers for our schools must check in at the Main Office and present your ID before signing in to verify building occupancy in case of emergency. All Volunteers must wear a Visitor Badge which is *easily visible* at all times to ensure the safety of our students. Please return your Visitor Badge when signing out at the end of your visit.

Examples of a Volunteer:

- Any non-employee regularly in the building for any purpose such as in a classroom, office, lunch room, in the Learning Commons, etc.
- Chaperones
- Mentors
- School sponsored after school club advisors
- Anyone assisting a school sponsored athletic team in any capacity.

Requirements for Volunteers:

- Read, complete (entirely), sign and return the Volunteer Application and Confidentiality Agreement consenting to the required background check.
- Coordinate with the respective school where you wish to volunteer.
- Report to your supervising Teacher or staff member ON TIME- we're counting on you, so please call the Main Office if you're running late or can't make it.