

Brunswick School Department Volunteer Handbook

Brunswick School Department believes that our schools and students benefit greatly from the support of our community and consider volunteers to be valuable resources. We are committed to providing meaningful, well-supported opportunities for community members to enrich our school programming through the diverse expertise and experience they offer.





BRUNSWICK SCHOOL DEPARTMENT

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Welcome Brunswick School Department Volunteers!

We are thankful you have chosen to volunteer your services to our students. The Brunswick School Board Members encourage parents/ guardians and other members of our community to share their time, knowledge, and abilities with our students. Volunteers in our schools enrich the educational program and strengthen our schools' relationships with the Brunswick community. Your contribution is important to help meet the individual needs of each child and achieve our mission of academic excellence for all.

This handbook is designed to provide you with practical information that will assist you in your volunteer position. If you have any questions that are not addressed in this handbook, please speak with the classroom teacher, school secretary, or the school principal.

Once again, thank you for helping to make a difference in the lives of students in Brunswick. We truly appreciate the time you are giving.

Sincerely,

Pender Makin
Assistant Superintendent of Schools

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School	Principal	Office Contact	Phone
Coffin Elementary (K-2)	Steve Ciembroniewicz sciembroniewicz@brunswick.k12.me.us	Sybill Brewer sbrewer@brunswick.k12.me.us	319-1950
Harriet Beecher Stowe (2-5)	Heather Blanchard hblanchard@brunswick.k12.me.us	Billie Jo Wallace bjwallace@brunswick.k12.me.us	319-1960
Brunswick Junior High School (6-8)	Walter Wallace wwallace@brunswick.k12.me.us	Anita Duffy aduffy@brunswick.k12.me.us	319-1930
Brunswick High School	Shanna Crofton scrofton@brunswick.k12.me.us	Patricia Farnsworth pfarnsworth@brunswick.k12.me.us	319-1910
REAL School	Martin Mackey Mmackey@brunswick.k12.me.us	Melissa Mullison mmullison@brunswick.k12.me.us	837-6993

A NOTE ABOUT CONFIDENTIALITY

Confidentiality is one of the most important aspects of being a volunteer with the Brunswick School Department. Protecting the privacy of all students and their families is the law as protected under the Family Educational Rights and Privacy Act (FERPA). **Please read through the entirety of Brunswick School Department's FERPA guidelines, included in pages 5-6, and indicate you have done so with a signature and witness signature.** For more in depth information on this law, visit Maine DOE's website:

<http://www.maine.gov/doe/specialed/support/policies/faq/ferpa.html>

BRUNSWICK SCHOOL DEPARTMENT

Brunswick School Department welcomes volunteers and community involvement in our schools and both value and appreciates the role that volunteers play in supporting teaching and learning. We believe that our schools and our students benefit greatly from the support of our community and consider volunteers to be valuable resources.

TYPES OF VOLUNTEERS

One Time Volunteer

Anyone who is serving as a volunteer on a limited basis or under the direct supervision of a district staff member as a one-time presenter, visiting guest, library assistant, or one-time aide would qualify as a one-time volunteer.

Reoccurring Volunteer

Anyone who will be volunteering in Brunswick schools will be asked to have a Criminal History Record Check (CHRC). All results will remain strictly confidential. Examples of reoccurring volunteering may include serving as a classroom aide, library aide, lunchroom support, mentor, chaperone, tutor for individuals or small groups, or an afterschool program advisor/ coach.

Q & A ABOUT VOLUNTEERING

Who Volunteers? Anyone can volunteer who is passionate and eager to make a difference in children's lives! Volunteers are an essential part of making Brunswick school successful. Volunteers may be guardians, family members, college students, retired individuals, or simply a community member. Wherever you're coming from, come share your knowledge!

Are There Any Requirements Needed to Become a Volunteer? This depends on the level of volunteering you will be doing. You may be serving as a one-time volunteer or a reoccurring volunteer (see page 4 for details surrounding these types of volunteering). If you will be serving as a reoccurring volunteer you will be asked to apply and have a Criminal History Record Check.

How Do I Volunteer? Refer to Brunswick School Department's website (Brunswick.k12.me.us) where you will find the Volunteer tab. You will be taken to our online volunteer management software, Volgistics, where you can apply to be a volunteer. You will be guided through the sign up process once you are in the site and may choose to serve in any of the schools. You will not be activated as a volunteer for the district until your CHRC has been cleared. Once cleared, you will receive a notification and will be allowed to serve as a Brunswick School Department volunteer!

Who Will Be Supervising My Volunteer Experience? Guidance may come from the staff member who you will be serving alongside- this may be a teacher, district staff member, or in some cases, the principal.

What Can Be Expected Of Me As A Volunteer? This depends on what capacity you will be volunteering in! However, there are some foundational guidelines that will be asked of all volunteers:

- All Volunteers will be asked to maintain a kind disposition around students.
- Limit personal use of technological devices, including cell phones, laptops, etc. Unless using said resources for classroom purposes as supervised by a staff member. Additionally, **recording or photographing of students is never allowed.**
- Please understand that you will be an example for students. With that in mind, behavior, language and appearance must be appropriate throughout your entire visit. Your unique perspectives will be valued in the classroom, but be sure to keep your contributions in line with your teachers'/ supervisors' lessons and goals. We hope you always feel comfortable checking in with them in you are unsure about your job or directions.

What Should Volunteers Expect of Students? All students within Brunswick Schools should show respect and kindness. If you ever witness discouraging, disrespectful, or unsafe behavior, please report it to your supervising staff member right away.

That being said:

Should a Volunteer Ever Discipline a Student? Beyond seeking cooperation from students, disciplining is solely up to your supervising staff member. Help should always be close by.

Requirements for One Time and Reoccurring Volunteers:

- Apply to be a volunteer Volgistics on Brunswick.k12.me.us website.
- Check in at the school's front office before and after every visit.
- *A Criminal History Record Check release form will be required of **all** volunteers.*
- Attend an orientation session on the responsibilities and expectations of volunteers. Become familiar with school practices, classroom policies, and rules.

WE 
VOLUNTEERS



Volunteer Application Form

Please complete this application form if you are interested in becoming a Brunswick School Department volunteer. Once you complete the form, click the submit button at the bottom.

Contact Information

First name: _____

Last name: _____

Street 1: _____

Street 2: _____

City: _____

State: ☐-MA ☐-ME

Zip: _____

Home phone: _____

Work phone: _____

Cell phone: _____

Demographics

You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

Education: ☐-Associate degree ☐-College degree ☐-Doctoral degree
☐-High school ☐-Masters degree ☐-Some college
☐-Trade/Vocational school

Skills & Experience

Please list any skills or experience below that may be applicable.

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Volunteer Application Form

Availability

Please indicate the days and times you are usually available to volunteer.

	Mon	Tue	Wed	Thu	Fri
From:	—	—	—	—	—
To:	—	—	—	—	—

Site Preference

Please select your site preference below (you may choose more than one). If you are open to volunteering at all schools, please select "All Schools" as your only preference.

Assignment ☐ All Schools [All Schools\Volunteer Services]

Preference:

- ☐ Brunswick High School [BHS\Volunteer Services]
- ☐ Brunswick Jr. High School [BJHS\Volunteer Services]
- ☐ Chess Club [BHS\Volunteer Services]
- ☐ Coffin School [Coffin\Volunteer Services]
- ☐ Harriet Beecher Stowe School [HBS\Volunteer Services]
- ☐ REAL School [REAL School\Volunteer Services]
- ☐ Watch D.O.G.S. [HBS\Volunteer Services]

Emergency Contact

In the event of an emergency whom should we notify?

First name: _____

Last name: _____

Home phone: _____

Cell phone: _____



Volunteer Application Form

Email

We like to keep volunteers informed of important news, schedules, and volunteer opportunities by email, however will not send you any email you prefer not to receive. Use the checkboxes below to select the kinds of email you would like to receive from us.

Email address: _____

What kinds of email
would you like to
receive?

☐ Electronic newsletters

☐ Recruitment appeals

Mandatory Background Check

A background check is required for anyone applying to volunteer within Brunswick schools. Your initials in the final agreement box grants authorization for Brunswick School Department to perform a background check through the Maine Department of Public Safety. Findings will remain confidential.

Date of birth: ____/____/____

Confidentiality (FERPA)

A NOTE ABOUT CONFIDENTIALITY

Confidentiality is one of the most important aspects of being a volunteer with the Brunswick School Department. Protecting the privacy of all students and their families is the law as protected under the Family Educational Rights and Privacy Act (FERPA). Please read through the entirety of Brunswick School Department's FERPA guidelines, listed below, and indicate you have done so with a check in the final agreement box and the submission of this application. For more in depth information on this law, visit Maine DOE's website: <http://www.maine.gov/doe/specialed/support/policies/faq/ferpa.html>

Remaining confidential is essential and no information about students may be shared with others outside of the school. Should you observe anything that raises concern, please go directly to your school's principal.

Brunswick School Department School Volunteer Confidentiality Agreement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) final regulations prohibit the sharing of student information and educational records without specific parent permission.

As a volunteer in our schools, you may encounter sensitive information due to self-disclosure by students, direct observation of activities, or by other means. This could include names of students, special programming provided to students, academic work, and/or behavioral information. It is critical that you treat such information with extreme confidentiality.

If you are concerned about a student's well-being, based on information you encounter during your volunteer work, please immediately report this to a school staff member.

Volunteer Confidentiality Statement:



Volunteer Application Form

The importance of confidentiality with respect to all student information has been explained to me. I understand the confidential nature of information that may be gleaned during classroom visits, interactions with students, and observation of classroom activities, and I understand the legal and ethical importance of protecting all such information. I will not share any personally identifying information about any student with other individuals or agencies. My understanding is signified by the submission of this volunteer application.

Confidentiality Agreement and Background Check

I understand and agree that submitting this application form does not automatically register me as a Brunswick School Department volunteer, and that there may be certain qualifications I must meet, including the acceptance of established volunteer policies and procedures before I may begin volunteering.

By checking "I agree" below I grant authorization for Brunswick School Department to perform a background check through the Maine Department of Public Safety. Findings will remain confidential.

The submission of this form indicates that I have read and agree to the Brunswick School Departments FERPA and confidentiality guidelines.

By submitting this form, I attest that the information I have provided on this form is true and accurate.

☐ I Agree