



Westbrook School Department

VOLUNTEER APPLICATION

Name: _____

Today's Date: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ E-Mail Address: _____

Are you applying to volunteer in a specific school? YES NO

If so, which one(s)? _____

Are you applying to volunteer in a specific teacher's classroom or program? YES NO

If so, which one(s)? _____

What is your availability?

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Times					
Every Week?					

Are you applying to volunteer in more than one school? YES NO

If so, which one(s)? _____

Do you have children in our schools?

Child's Name	Grade	School

Are you applying as a student from a school, college, or university? YES NO

If so, which one(s)? _____

Are you applying as a field trips chaperone only? YES NO

Do you have experience working with children and youth? YES NO

Please describe: _____

Westbrook School Department Volunteer Application

Please provide the name and contact information of one reference who is not related to you but is familiar with you and can comment on your ability to work with children in our schools.

Name	Address	Phone Number	Relationship

Before volunteering, all applicants must:

- 1) Submit a completed application packet which includes:
 - ❖ Signed Volunteer Application (this form)
 - ❖ WSD Volunteer Agreement (Policy IJOC E1)
 - ❖ WSD School Volunteers Authority to Release Information (Policy IJOC E2)
- 2) Pass a criminal background check, which the Westbrook School Department provides free of charge.
- 3) Meet with the building principal to review and initial Westbrook School Department policies IJOC and GBEEB and receive final approval from the building principal.
 - ❖ School Volunteers (IJOC)
 - ❖ Employee / Volunteer- Student Relationships (Policy GBEEB)

Volunteer Signature

Date

**WESTROOK SCHOOL DEPARTMENT
VOLUNTEER AGREEMENT FORM**

I have read the Westbrook School Department policy IJOC (School Volunteers).

I understand that as a volunteer in the Westbrook schools that 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 these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all School Committee 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 school principal at any time if they determine it is in the best interests of the Westbrook schools.

Printed Name

Telephone number (s)

Address

Signature of Volunteer

Date

Legal Reference: 10 - A.M.R.S.A. § 1002

Cross Reference: EEBC - Student Transportation in Private Vehicles
IJOA - Field Trips and Enrichment Trips
IJOC - School Volunteers

Adopted: April 29, 2008

Revised: November 12, 2008

**SCHOOL VOLUNTEERS
AUTHORITY TO RELEASE INFORMATION
WESTBROOK SCHOOL DEPARTMENT**

I hereby authorize the representative of the Westbrook School Department bearing this release, or copy thereof, within one year of its date, to perform a criminal history records check.

This release is executed with full knowledge and understanding that the information is for the official use of the School Department. I hereby release the custodian of such records, including law enforcement agency officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and requests to release information or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below. All records obtained are confidential and may not be made available for public inspection or copying.

FULL NAME _____ D.O.B. _____
(signature)

FULL NAME _____ DATE: _____
(typed or printed)

CURRENT ADDRESS _____

TEL: _____ Social Security # _____

WITNESS: _____

Cross Reference: IJOC - School Volunteers
IJOC - R School Volunteers Administrative Procedure

Adopted: November 12, 2008

SCHOOL VOLUNTEERS

The Westbrook School Committee recognizes that community members can provide valuable services to school 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 education 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 Westbrook School Committee approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The School Committee 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; and
- H. Assisting in school plays, music programs and other extracurricular activities.

Volunteers serve under the direct supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the supervision of the classroom teacher, coach, activity adviser, or other designated employee. No volunteers are to be alone with a student unless the volunteer has successfully passed a background check.

In the rare instance that a volunteer is scheduled to work alone and one-on-one with a student, the school unit will make every effort to conduct a criminal background check, including a sex

offender registry check. For all other activities using volunteers, the building administrator shall be responsible for screening volunteers.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Volunteers are expected to abide by all School Committee policies, procedures and school rules when performing their assigned responsibilities.

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. Volunteers shall sign a volunteer agreement form (Policy IJOC - E1).

Persons interested in volunteering time or services should contact the building principal.

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

Parents who are registered sex offenders will not be allowed to volunteer in the schools or to chaperone either school day or extended field trips, even when their own children are involved.

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

The principals will be responsible for an annual written report informing the superintendent of the effectiveness of the volunteer program in their schools and of the method and results involved in the sexual offender registry check.

The building principal will be responsible for appropriate school recognition of volunteers.

Legal Reference: 20-A M.R.S.A. § 1002

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

Adopted: April 11, 2001

Revised: April 29, 2008; November 12, 2008

EMPLOYEE / VOLUNTEER - STUDENT RELATIONSHIPS

The Westbrook School Department expects all staff members, including teachers, coaches, counselors, administrators and others, including volunteers, to maintain the highest professional, moral and ethical standards in their conduct with students.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of our schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their administrators or supervisors whenever they are unsure whether particular conduct may constitute a violation of this policy.

The School Committee recognizes, is appreciative of, and wishes to be supportive of the manner in which staff members attempt to care for students in a personalized and caring manner, and this policy is not intended to place unnecessary barriers to the myriad times, places and positive ways that staff work to serve our students. The School Committee also realizes that in this community many teachers are themselves parents or relatives of our students, and the School Committee does not wish to interfere with positive and healthy friendships and relationships among families.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are in no way limited to the following:

- Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment or bullying under the School Committee's policies on harassment and sexual harassment of students and bullying;
- Using sexual banter, allusions, jokes or innuendos, sexually suggestive, flirtatious or coarse language with students;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance.
- Disclosing personal, sexual, family, employment concerns or other private matters to one or more students, and/or asking a student or students to keep secrets;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- "Friending" students or engaging in any other interactions on social networking sites or through any digital applications (outside of any school-approved activity);
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means; and
- Communicating with students through the staff member and/or student's personal computers, cell/smart phones or other electronic devices. Only school email accounts may be used for communications with students.

