

## SCHOOL VOLUNTEER POLICY

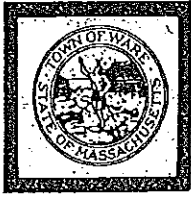
Volunteers are integral to the success of Ware School District. We deeply respect and encourage the many efforts of our exceptional volunteers who give so willingly of their time to the staff and students of the Ware School District.

The Ware School District encourages and promotes the use of school volunteers in order to expand and enhance parental and community involvement within our schools while maintaining safety and security for students and staff.

The sole purpose of this policy is to assist volunteers in the performance of their support for Ware School District. Nothing in this policy shall be deemed to create a contract between the school volunteer and the Ware School District (Schools) or Town of Ware (Town). Nor shall this policy in any way affect the Schools' or Town's ability or right to terminate its association with any volunteer for any reason with or without cause.

A "school volunteer" is defined as an individual who performs a service functioning within the Ware School District without compensation, remuneration or other consideration, and who shall serve under the immediate supervision and direction of the professional staff of the district to which he/she is assigned. School volunteers shall serve without benefits of any type accorded to employees of the district. Volunteer opportunities include but are not limited to: field trip chaperones (day and overnight), mentoring, tutoring, assisting in a classroom, library, computer lab, cafeteria, or on a playground or other designated duties. Participation in Booster Clubs, School Advisory committees, Parent Teacher Associations, or similar activities that occur outside of school hours and are not school sponsored activities are not covered under the provisions of this volunteer policy. A school volunteer need not be a parent of a student enrolled in the school district.

An individual who wishes to volunteer at a school shall apply in writing and be approved by the principal or assistant principal prior to serving at the school. All volunteers must complete, sign, and date a Ware Public School Volunteer Program Registration Form, CORI authorization form and participate in the ethics online training program before being placed in a school or beginning service as a school volunteer. No school volunteer may be placed in a school until the Schools have received a CORI. Principals will ensure that an orientation session be provided annually. Each volunteer will receive a Volunteer Handbook.



## WARE PUBLIC SCHOOLS

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Dear Ware Public Schools Volunteer,

The Ware learning Community thanks you for being a volunteer in our schools. Your contribution of time speaks volumes about your commitment to education in general and our students specifically.

Research tells us that a caring adult may have the greatest impact on a student's achievement. Your volunteer efforts clearly show that you care.

We hope you find your experience as a volunteer in the Ware Public Schools rewarding. We sincerely appreciate and value your support.

Respectfully,

Mary-Elizabeth Beach

## SCHOOL VOLUNTEER HANDBOOK

The Ware School District Volunteer Program goals are to coordinate a community-wide system of volunteers who are willing to work within the school to help enhance and augment the educational experience of children in the Ware School District.

### Ware School District Mission Statement

The Ware School District is committed to the attainment of excellence at all levels in a supportive environment that fosters self-respect. We emphasize and encourage the growth of all individuals as caring human beings. It is essential that this commitment be through a mutual effort by the community, educators and students.

We believe we can ensure our expectations of excellence with an individualized, supportive approach that maximizes personal effort and fosters a respect for the value of a lifelong learning process. This approach will encourage effort, individuality, critical thinking and problem solving, while instilling a positive self-image. We are dedicated to providing a diverse, dynamic and creative learning environment. Ultimately, our purpose is to develop mature, inquisitive individuals prepared to face the future.

### School Volunteer

The Ware School District recognize the diverse talents and skills represented in the community and we welcome the volunteer assistance of citizens in helping the professional staff carry out the instructional program of the schools. While volunteers will not be asked to assume the professional responsibilities of the school staff, they may assist in the classrooms by working with individual children or small groups; may assist in developing and maintaining collections of instructional materials; and may perform other services of assistance to children and teachers.

The basic requirement for volunteer service will be an interest and enjoyment in children and a belief that they can learn.

All new volunteers must attend a volunteer orientation prior to volunteering and sign the Confidentiality Agreement Form. The principal or designee will assume responsibility for the selection, training, and supervision of volunteers in his/her school.

Short-term volunteers or those serving on an irregular basis shall require the approval only of the principal, the superintendent or designee in the case of system-wide service, who will ascertain that their role is commensurate with their training or experience.

Long-term volunteers are those whose services are continuing and of a regular nature involving responsibility for some segment of the school program which might otherwise be done by a staff member such as a tutor, coach or secretary. These individuals shall require the same level of approval that the position would require if it were to be filled by a paid employee.

All volunteers will serve under the supervision and control of the School Committee for purposes of liability coverage. All who are in direct contact with children will participate in the Convicted Offenders Record Information (CORI) process. Volunteers are not covered by Worker's Compensation Insurance.

### Guidelines For Volunteers

The staff at each school values your commitment and participation in the Volunteer Program. The following suggestions are made to help your contribution in school programs to be a profitable, rewarding one for you, the children and the staff.

1. To maintain increased building security, all doors into and out of the buildings are locked and are to remain locked and closed. Doors are not to propped open or left open at anytime.
2. When reporting for volunteer duties, show your Volunteer Approved card, sign in and pick up a volunteer badge at the office and go directly to your assigned area. This enables us to know who is in the building and where to locate people in emergencies. After completing your assignment, remember to sign out and leave your badge.
3. Use a positive approach and always encourage the children. Their desire and need for recognition, attention, success, and love is strong, persistent and demanding.
4. Refer all discipline problems to the teacher for appropriate action. The presence of an adult prevents much misbehavior. Stop obvious misconduct, but leave the actual disciplining to the teacher. (ABOVE ALL – NEVER TOUCH A CHILD IN ANGER.)
5. Teachers will be glad to help you with suggestions and support to enhance your participation, so please ask.
6. If you are going to be absent from your volunteer assignment, please notify the office of the school at which you volunteer:  

SMK Elementary – 967-6236  
WMS – 967-6903  
WJSHS – 967-6234  
Central Office – 967-4271
7. Your full attention should be given to your volunteer assignment, so please make child care arrangements for your other children.
8. Please arrange conferences concerning your own child(ren) in the routine manner. It is extremely difficult for teachers to respond to spur-of-the moment and casual questions about your child(ren).
9. New volunteers are required to attend an orientation. This requirement may be satisfied either by attending a formal orientation, or by meeting with the school's administrator or designee to discuss the volunteer guidelines. Each year, volunteers must sign a Confidentiality Agreement Form before volunteering in the schools.
10. Volunteers must also participate in the CORI (Criminal Record Information) process every three years.

11. When volunteering at the schools, please provide your own transportation. Volunteers are not to ride the school buses to get to their volunteer assignments.
12. Volunteers will always: use appropriate language, discuss age-appropriate topics, refrain from inappropriately touching students, refrain from giving student's gifts or rewards and refrain from developing instructional objectives or lesson plans. Due to food allergies and sensitivities, school volunteers are to refrain from giving a student anything to eat or drink without a teacher's or staff member's approval.
13. Volunteers will serve as positive role models.
14. The dress code for volunteers should be appropriate yet comfortable for any task that may be undertaken.
15. Volunteers must keep confidential any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must be told to someone in authority immediately.
16. Volunteers are to be held to professional standards for maintaining the confidentiality of student records and will not be given access to student records. If a volunteer has questions about school policies or procedures, they should be discussed with appropriate school personnel not outside of school.
17. Volunteers will not be asked to assume responsibility for an entire class in the absence of supervising staff, give medication to students, or use their private vehicle for student transportation.
18. Volunteers do not release a child to any other person without direction from the supervising teacher or administrator.
19. All school volunteers shall properly conduct themselves as members of the school team and abide by School Committee policy and the laws of the Commonwealth as they refer to the professional staff.

### **Confidentiality is Important**

Each volunteer will be required to sign a Confidentiality Agreement and return it to school before your assignment begins. By signing the Confidentiality Statement, the volunteer agrees to:

1. Keep confidential any information about the teacher-student learning process.
2. Discuss individual students with school staff ONLY.
3. Limit any information concerning a particular child on a need-to-know basis.
4. NEVER discuss any child outside of the school environment with ANYONE.

PLEASE PUT YOURSELF IN THE OTHER PARENT'S POSITION AND ASK YOURSELF THIS QUESTION... "Would you want someone making a comment about your child?"

## VOLUNTEER INFORMATION FORM

To be eligible to volunteer in Ware School District and chaperone on field trips you must fulfill the following requirements:

1. Attend a volunteer orientation once. If you have not yet attended a Volunteer Orientation (15 minutes) one may be scheduled with a school administrator or designee. Please contact your child's school to arrange this.
2. Fill out a CORI Form (Criminal Offender Record Information). A new form must be completed every three years. Please return this form directly to the office or via your child's backpack.
3. Sign the confidentiality statement below. This is required every year for all returning volunteers for each student's classroom.

Please note that parents, guardians, and family members who visit the classroom infrequently are considered "VISITORS" and are only required to sign in at the office and wear a visitor badge.

Please complete this form for each school you will be volunteering in.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Child's Name (If applicable): \_\_\_\_\_

Teacher: \_\_\_\_\_

Check One: Returning Volunteer \_\_\_\_\_ New Volunteer \_\_\_\_\_

Circle the school's you would like to volunteer your time in:

SMK                      WMS                      WJSHS

Date attended Volunteer Orientation: \_\_\_\_\_

Have you completed the required CORI (Criminal Offense Records Information)

Yes \_\_\_\_\_ No \_\_\_\_\_

**CONFIDENTIALITY STATEMENT (needs to be signed every year):**

*By accepting an assignment for the Ware School District Volunteers Program, I agree to respect the confidential nature of my assignment and to be prompt and dependable. I will abide by the rules, regulations and procedures of the Ware School District System and the Ware School Volunteers. I am acknowledging acceptance of the Volunteer Handbook.*

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This form must be returned to Ware School District prior to volunteering.\*

## CONFIDENTIALITY AGREEMENT FORM

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Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Administrator/Designee: \_\_\_\_\_

Adoption Date: November 18, 2009  
Revision Date:  
Last Date Reviewed:

\*This form must be returned to Ware School District prior to volunteering.\*