

AD10

MARSHFIELD PUBLIC SCHOOLS

SCHOOL VOLUNTEER POLICY

Voted by School Committee: 12/7/04
(Replaces School Volunteer Policy 36)

MARSHFIELD PUBLIC SCHOOLS
MARSHFIELD, MA

SCHOOL VOLUNTEER POLICY

Volunteers are integral to the success of Marshfield Public Schools. 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 Marshfield Public Schools.

The Marshfield Public Schools 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 Marshfield Public Schools. Nothing in this policy shall be deemed to create a contract between the school volunteer and the Marshfield Public Schools (Schools) or Town of Marshfield (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 Marshfield Public Schools without compensation, remuneration or other consideration, and who shall serve under the immediate supervision and direction of the professional staff of the district to whom 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, office, 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 Marshfield Public School Volunteer Program Registration Form and CORI authorization form 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 CORI.

Principals will ensure that an orientation session be provided annually. Volunteer orientation will include (but not be limited to):

- Volunteers must sign in and out at a designated location in the school before proceeding to their volunteer sites.
- Volunteers must wear an identifying badge.
- Volunteers will always: use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member); and refrain from giving students 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.
- Volunteers will serve as positive role models.
- Volunteers should be prompt and dependable. Should illness or an emergency occur, please notify the front office of your planned absence.
- The dress code for volunteers should be appropriate yet comfortable for any task that may be undertaken.
- 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. Volunteers are to be held to professional standards for maintaining the confidentiality of student records and will not be given access to student records.
- 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.

Criminal Background Investigation (CORI): In order to protect the safety and security of children and school staff, volunteer applicants must submit to a criminal background investigation using his/her date of birth, and Social Security number if available consistent with District CORI Policy parameters. CORI checks will be conducted no less than every three (3) years and the school volunteers are required to execute any documents the Schools may require to obtain such information in the future. As required by state law CORI will not be disseminated to unauthorized personnel. The Schools reserve the right to refuse a school volunteer position on the basis of what it deems to be unsatisfactory CORI.

School volunteers are not covered by workers' compensation insurance and neither the Schools nor the Town provide insurance for volunteers that cover health, accident, personal injury or property loss.

11/30/04

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 Marshfield Public Schools.

**MARSHFIELD PUBLIC SCHOOL VOLUNTEER PROGRAM
REGISTRATION FORM**

Name: _____ Date: _____

Address: _____ Student Name: _____

Mailing address if different: _____

Telephone #: Home:
Work:
Mobile:
Emergency Contact:

_____ I wish to volunteer at _____ school for the _____ school year.

_____ I wish to volunteer as a Chaperone for school field trips if I am available.

I have read the Marshfield Public School District Volunteer Policy and agree to comply with its requirement including CORI check.

Signature

Date

Building Principal (signature acknowledges approval for _____ school year)

_____ CORI list verified
_____(Principal initial)

Date
12/07/04

