

## SCHOOL VOLUNTEERS

The Westfield School Committee recognizes the value of community volunteer efforts to support the students and staff of the Westfield Public Schools. Community volunteers and school employees shall work together to continue to maintain and improve the quality and effectiveness of public education. In order to assure collaborative partnerships towards these ends, the Westfield Public Schools will implement a comprehensive School Volunteer program. A volunteer is any person who provides assistance to school personnel during the school day or any school sanctioned program outside of the school day.

The program will be designed to achieve the following objectives:

1. To offer support to students and staff.
2. To involve the whole community in the schools and to improve and strengthen communications between them.

Suggested guidelines for the volunteer program:

1. Volunteers will be recruited to compliment the services provided by the employees of Westfield Public Schools.
2. A variety of options for volunteer activities, based on the needs of the schools, shall be offered to volunteers.
3. Volunteers may include parents, senior citizens, business persons, college students, and others in the community.
4. School personnel will work with volunteers they have requested with the approval of the building principal or his/her designee.
5. Volunteers will be required to:
  - Complete a VIPS volunteer application
  - Complete a CORI application
  - Provide a copy of current driver's license
  - Attend a 30 minute volunteer orientation (training)
  - Sign in/out in the volunteer log each time they volunteer
  - Wear a district photo id card
6. Principals or their designee will submit all volunteer applications and CORI applications with a copy of their driver's license to the VIPS office before the volunteer is placed. The volunteer will not begin until the paperwork has been processed.
7. Chaperones will:
  - Complete a VIPS volunteer application
  - Complete a CORI application
  - Provide a copy of current driver's license
  - Sign in/out in the volunteer log each time they volunteer
  - Wear a district photo id card

8. The VIPS office will

- Receive all volunteer applications, CORI applications, and copies of driver's license
- The CORI data will be recorded and the CORI application with the copy of the driver's license will be sent immediately to Human Resources to be processed.
- Notify Principal and staff member that the volunteer application/CORI is approved, that they can begin to volunteer
- The application information will be entered into a database and kept on file for 3 years.

Legal References: MGL c. 5:172  
MGL c. 71:38R

Adopted: November 26, 1973  
Revised: November 2, 2002  
Revised: March 4, 2013