

## **Volunteer Handbook**

### **Hopkinton Elementary Schools \* Harold Martin School & Maple Street School**

The Hopkinton Schools seek to enrich the learning experience of students by involving parents, guardians, grandparents, and other community members in the life of our school. Volunteers are an essential part of our school community and without the efforts of volunteers many special events and programs would not be possible. The goal of our volunteer program is to match the needs of the teachers, staff, and students with the talents and energies of our volunteers and to maintain communication between volunteers and the teachers and staff they assist.

Opportunities for volunteers within Harold Martin and Maple Street Schools include, but are not limited to, tutoring and enrichment work within classrooms, planning for special events, assisting with theatrical productions, baking for class parties, working with student writers in our publishing center, chaperoning field trips, helping out on the playground, providing extra help in the library and assisting in art, music, and gym classes.

### **Expectations of Volunteers**

\* Confidentiality –This is essential to the success of a school volunteer program. Volunteers may hear, read, or observe information about a student’s school or home life during the course of their volunteer duties. It is required that all volunteers keep such information strictly confidential.

\* Rules and Regulations – Volunteers work under the direction of the teachers and staff members. Volunteers are in the school to assist staff and teachers in their mission to educate and care for our children. We are expected to treat each student and staff member with kindness and respect. Volunteers serve as role models for the students and should remain professional and courteous at all times. Student discipline issues, emergency procedures and use of the phones will be reviewed at the volunteer orientation.

\* Commitment – Volunteers are valued and respected members of the school community. If you are unable to fulfill your volunteer commitment, please call the school (746-3473 or 746-4195) in a timely manner so that appropriate staff members can be notified and substitutes can be arranged as needed.

### **Training of Volunteers**

All volunteers are encouraged to attend a volunteer orientation program presented at the beginning of each school year. This program will allow volunteers to become familiar with the school building, school rules, parking areas, emergency procedures, and other general information. Volunteers may also be trained to use appropriate pieces of equipment within the school.

If you are unable to attend the orientation and you are interested in a regular commitment to the school, you are encouraged to contact a member of the volunteer committee to discuss the above issues and arrange a training session if needed.

Individual teachers will provide necessary training and instruction for their own classroom volunteers. Volunteers for the publishing center, the library and other special events or programs will receive specific training for these roles.

### **Procedures for Volunteers**

All volunteers must fill out a volunteer information sheet. This form includes questions about interest and availability. Before beginning an assignment, each volunteer must have on file a signed Volunteer Confidentiality Agreement. It is essential that volunteers read and sign this form. Each volunteer must sign in at the office when arriving for an assignment. The form includes date, time in/out, location, and tasks performed. Each volunteer must wear a name tag while in the school.

In addition, every volunteer who will be working with children on a regular basis must have a NH criminal background check. For more information, see your Volunteer Coordinator.

### **Volunteer Concerns**

Volunteering within the schools is a rewarding and truly enjoyable experience, but on occasion, problems do arise. Questions and concerns that arise about individual assignments or students during the course of volunteer work should be taken up with the supervising teachers or staff. Volunteers are not responsible for disciplining students. Any discipline issue should be referred to the student's teacher.

If a problem should arise, the Volunteer Team will handle these issues on a case-by-case basis with assistance from the principal as needed. If a volunteer decides that he or she cannot fulfill an accepted assignment, the appropriate staff member or a member of the volunteer committee should be notified immediately. Questions about general volunteer procedures or any aspect of the volunteer experience can also be discussed with the Volunteer Team members at any time.

### **How to Get Involved**

The PTA distributes a volunteer participation form to all parents of children at this school at the beginning of the school year. Those interested in volunteering should indicate their availability and areas of interest on this form and return it to the school. Lists generated from this form are used throughout the year to recruit and assign volunteers as needs arise.

Individual teachers most often seek their own volunteers for classroom-related work and field trips through class newsletters. Each teacher has his or her own specific needs and procedures for recruiting and utilizing volunteers. Individuals interested in classroom volunteer work should contact the child's teacher. School wide programs, such as the publishing center or library often seek volunteers through the school newsletter. Other volunteer opportunities are seasonal events and will be posted in the *HMS Scoop* and *MSS Skim*.

Our Volunteer Team Leaders for this year (2018-19) are (HMS) Anna Wells ([anna.bear.wells@gmail.com](mailto:anna.bear.wells@gmail.com)) and (MSS) Kristen Noble ([kristen952@aol.com](mailto:kristen952@aol.com))

Please sign up to be a volunteer on PTA's website [hopkinton.my-pta.org](http://hopkinton.my-pta.org) (under the VOLUNTEER tab) or email us directly anytime at [contact.hopkntonpta@gmail.com](mailto:contact.hopkntonpta@gmail.com).