

The background of the slide is a soft-focus photograph of a notebook. A purple pencil lies diagonally across the left side of the page. The notebook's pages are filled with cursive handwriting, which is out of focus. The overall color palette is warm, with shades of brown, orange, and cream.

School Volunteers

We believe all volunteers are important.

Litchfield Volunteer Program

The Litchfield Public Schools Volunteer Program's goal is to coordinate a community-wide system of volunteers who are willing to work within the schools to help enhance the educational experience of your Children.



Guidelines for Volunteers

- The Litchfield School Board recognizes the diverse talents and skills represented in the community, and welcome the volunteer assistance of citizens in helping the professional staff carry out the instructional program of the schools.
- The staff at each school values your commitment and participation in the Volunteer Program. The goal of our program is to be a positive and rewarding experience for you, the children and the staff. The following standards have been developed to support your contribution in the school community.

- New volunteers are required to attend an orientation. You may attend a formal orientation, or meet with the school's administration to discuss the volunteer guidelines. EACH YEAR, volunteers must sign a CONFIDENTIALITY STATEMENT before helping in the schools.
- The principal or designee will assume responsibility for the selection, training, and supervision of volunteers in his/her school.
- Designated volunteers and student teachers are required to have a criminal background check and be fingerprinted. The school district will pay for the cost of this procedure.
- Due to increased building security, all doors are locked. You must come to the main entrance.
- Please sign in and pick up a volunteer badge with the secretary in the main office and go directly to your assigned area. After completing your assignment, remember to sign out and leave your badge at the main office.

- If you are going to be absent from your assignment, please notify the office of the school at which you volunteer:

CHS: 546-0300 LMS: 424-2133 GMS: 424-5931

- Your full attention should be given to your volunteer assignment, so please make child care arrangements for younger siblings or other children you may care for.
- Teachers will be glad to help you with suggestions and support to enhance your participation, so please ask.
- 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; developing and maintaining collections of instructional materials; chaperoning field trips; and perform other services of assistance to children and teachers.

- Please use a positive approach and a belief all students can learn. Always encourage the children because they have a need for recognition, attention and success.
- Refer all discipline problems to the classroom teacher for appropriate action.
- All volunteers shall serve under the supervision and control of the School Board for purposes of liability coverage. Volunteers are not covered by Worker's Compensation Insurance.

Volunteer Information

- Volunteers are required to complete the following forms
 - Volunteer Information – (contact information)
 - Confidentiality Statement
 - Volunteer Assurance Form (you will be asked to read RSA 632-A:10, Prohibition from Child Care Service of Persons Convicted of Certain Offenses, and sign the assurance form following the law).
 - The Designated Volunteer Form is completed and signed by the building administrator who is responsible for your assignment.
- These forms, as well as the volunteer handbook, can be found online on the Volunteers & Student Teaching page.

(Note: when you close this presentation you will return to the Volunteers & Student Teaching page)

Designated Volunteer Procedures

Meet with the administrator at the school at which you wish to volunteer for orientation.

Read and acknowledge receipt of the volunteer handbook.

Read and acknowledge the confidentiality statement and volunteer assurances.



Meet with the administrator's administrative assistant to continue the process.

Give the administrative assistant the completed and signed forms from the volunteer handbook.

Read and acknowledge receipt of the following policies: Sexual Harassment, Staff Anti-fraternization, Bullying.



Make an appointment for your background check with the SAU Office.

Call Michele E. Flynn at 603-578-3570 to schedule an appointment for fingerprinting.

Come to your appointment and bring with you positive identification and your completed/signed forms from the volunteer handbook.

Student Teachers, Interns, Observers

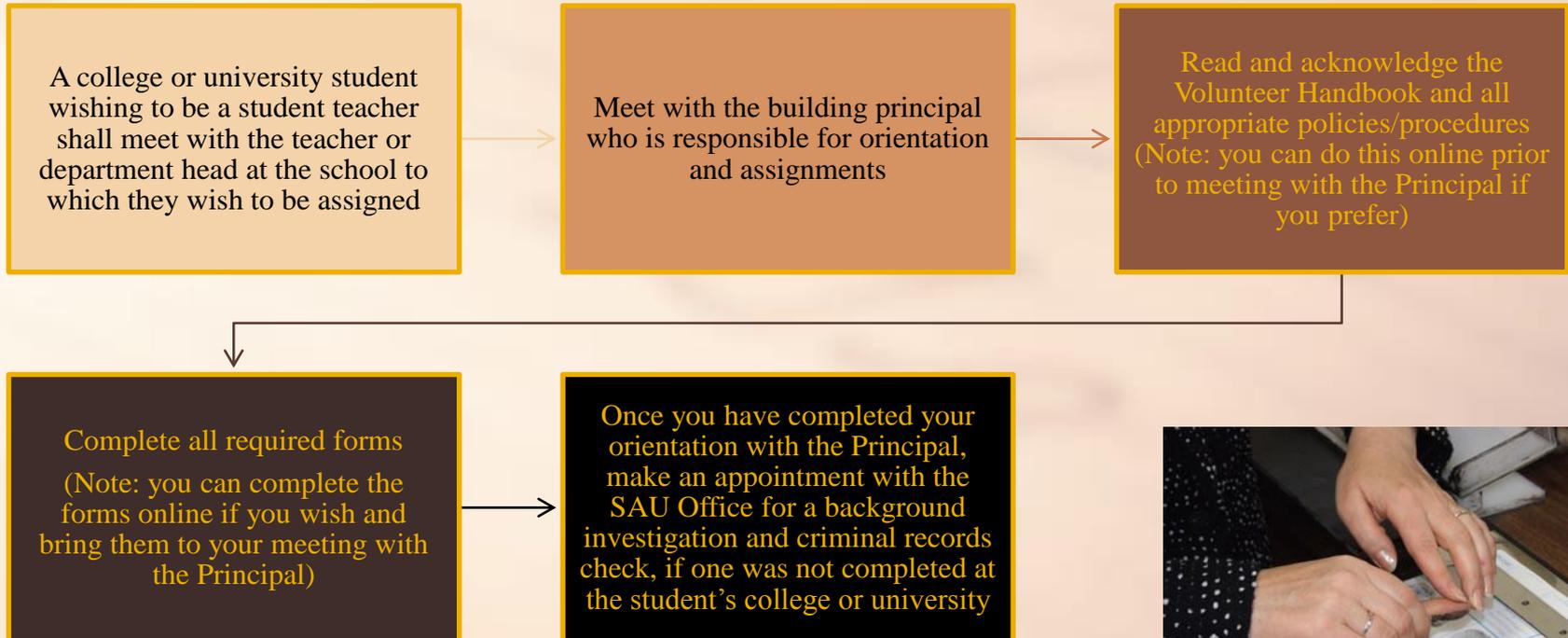
- Individuals who are interested in student teaching, interning or observing classes in the Litchfield School District are required to undergo a background investigation and criminal records check, unless a background investigation and criminal records check has been performed at the college or university the individual is attending.
- If a background investigation and criminal records check has been completed at the college or university the individual is attending, proof will be required by the district.
- Student teachers, interns and observers are expected to follow the same guidelines as volunteers in the district.



Procedures for Classroom Teachers

- Teachers interested in hosting a student teacher shall inform the building principal or designee
- The building principal or designee shall be responsible for student teacher and/or intern assignments and orientation

Procedures for Student Teachers, Interns, Observers



Volunteers, Student Teachers, Interns, Observers

- *Please review the Litchfield School District Volunteers policy (IJO).*

You can view or download the Volunteers policy on the Litchfield School District website: <http://www.litchfieldsd.org>.

- *After you have finished the presentation, simply close it and you will return to the Volunteers & Student Teaching page where the required forms can be found.*
- *After completing the forms you may either digitally sign them (if required) or print them out and sign them. Please bring all forms with you to your orientation appointment.*



Many Thanks.

Thank you for volunteering in our schools.

