

# *Volunteer...*

*Make a Difference*



## **VOLUNTEER HANDBOOK**

*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.*

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**Litchfield School District, 1 Highlander Court, Litchfield, NH 03052 603-578-3570**

*From the Superintendent of Schools*

Dear Volunteer:

On behalf of the Litchfield Schools, I want to welcome you to our school community. We take great pride in our school district and are pleased that you have decided to take part in the education of our students. We recognize that there are many outstanding resources in our community to enrich the lives of our students. The Volunteer Program is an exciting opportunity for you to become a part of our educational process and make a difference in the life of a child.

We hope that this handbook will assist you in making your time with us beneficial to our students and staff, as well as being personally rewarding for you. Please feel free to ask us for any assistance you need to make your volunteer experience a positive one.

We welcome your suggestions and contributions, and, most of all, your talent and experience. Your efforts enable us to provide a far richer experience to our students and for that we are most grateful.

Respectfully yours,

Michael Jette, Ph.D.  
Superintendent of Schools

Litchfield School Board

Brian Bourque, Chair  
Christina Harrison  
Elizabeth MacDonald  
Robert Meyers  
Tara Hershberger

## 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 complete the online orientation and all associated forms, which can be found on the District website or by clicking the link provided (<http://www.litchfieldsd.org/VolunteerStudentTeaching.aspx>), and meeting 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. 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 at the main office.
- If you are going to be absent from your volunteer assignment, please notify the office of the school at which you volunteer:
  - CHS: 546-0300
  - LMS: 424-2133
  - GMS: 424-5931
- Please arrange conferences concerning your own child(ren) outside your volunteer time. It is extremely difficult for teachers to respond to unplanned and casual questions about your child(ren).
- Your full attention should be given to your volunteer assignment. We would appreciate if you are able to make child care arrangements for younger siblings or other children you may care for; however, exceptions can be made by the principal on a case by case basis.
- 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.
- Teachers will be glad to help you with suggestions and support to enhance your participation, so please ask.

- 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 District for purposes of liability coverage. Volunteers are not covered by Worker's Compensation Insurance.

*\*\* 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/VolunteersStudentTeaching.aspx>.*

*The Volunteers (IJO) policy is also located in Section I of the Litchfield School District Policy Manual, which can be found under the School Board menu.*

