

File: G7

SCHOOL VOLUNTEERS

The Chicopee Public Schools accepts school volunteers and, in complying with the Educational Reform Act of 1993, accepts applications from state employees who wish to participate in the Voluntary Service Leave Program. All volunteers will be checked pursuant to M.G.L. c. 71, § 38R, Criminal Offender Record Information (CORI) check provisions.

The Chicopee Public School System does not discriminate on the basis of race, gender, gender identity, religion, age, national origin, color, disability, or sexual orientation.

1st Reading: Reg SC Mtg 8/7/2013

2nd Reading: Reg SC Mtg 9/4/2013

**Please refer to the ID Policy Procedure for School Volunteers (File: G7.1) located in the Chicopee Public Schools Procedures Manual.*

File: G7.1

PROCEDURE FOR SCHOOL VOLUNTEERS

1. School volunteers will complete an application form in the Office of the Director of Budget and Human Resources.
2. Volunteer applications will include names, addresses, and telephone numbers of three references.
3. Volunteer applications will be forwarded to the principals, supervisors, and directors on a monthly basis.
4. The building principal will determine who volunteers in his building.
5. Prior to approving a volunteer application, the principal will interview the volunteer and contact the applicant's references.
6. The building principal will also make the decision to terminate a volunteer's services.
7. The names of school volunteers will be contained in the principal's monthly report.
8. Any volunteer who works with individual students must be directly supervised by a classroom teacher or the principal.
9. Volunteer work that does not involve direct contact with students will be supervised by a staff member.
10. Volunteers who are receiving credit or pay (State employees) must have their hours signed weekly by the building principal.
11. Any problem that involves a school volunteer must be reported to the Director of Budget and Human Resources immediately.

**Please refer to School Volunteers (File: G7) located in the Chicopee Public Schools Policy Manual.*