



## Superintendent's Circular

School Year 2011-2012

NUMBER:  
SUP-6

DATE:  
September 1, 2011

### VOLUNTEERS IN SCHOOLS

#### BACKGROUND

The Boston School Committee has established separate policies concerning non-school personnel addressing and/or working with students in the classroom and in school buildings. One policy relates to community resource persons, i.e. speakers, performers and recognized specialists from external agencies and organizations. These individuals are not working in the schools in an official and ongoing capacity established through formal partnerships or contractual arrangements but rather on a one-time basis. They generally supplement and enrich instructional and support programs by making a limited number of classroom presentations.

**Superintendent's Circular #SUP-7: Non-School Personnel Addressing Students** outlines this policy and its proper implementation.

The second policy relating to non-school personnel working with students in classrooms and in school buildings deals with school volunteers. The purpose of this circular is to reiterate the School Committee policy on school volunteers and to outline procedures for its implementation. The policy was first adopted in 1973, and the procedures in this circular were updated in 2007.

#### POLICY STATEMENT – SCHOOL VOLUNTEERS

Many individuals with sincere motivation and a strong desire to be of help in our schools offer to serve as volunteers and to place their skills and expertise at the service of the students and teachers.

In order to coordinate and maintain uniformity in volunteer services, the School Committee contracts with Boston Partners in Education, Inc., to recruit, screen, orient, train and place volunteers in the Boston Public Schools. The goal of the school volunteer program is to provide ongoing instructional and support services to students and support to the classroom teacher both in school settings during the regular and extended school day.

Under the terms of the contract, Boston Partners in Education, Inc. (Boston Partners), will support programs of instruction in the Boston Public Schools through an extensive assignment of trained volunteers in literacy, math, enrichment, MCAS preparation and career education programs both during the regular and extended school day.

Volunteers will serve as tutors for students on an individual or small group basis. They will bring to the schools programs in math, literacy and career education. Boston Partners will also cooperate with summer remedial programs for students by recruiting and placing volunteers.

#### IMPLEMENTATION PROCEDURES

Staff should refer to the following procedures which regulate the placement of volunteers in our schools by Boston Partners in Education

A. All requests for volunteers should be made with the permission of the Principal/Headmaster by completing a "Volunteer Request Form" at [www.bostonpartners.org](http://www.bostonpartners.org) (under "For Schools/Teachers").

- B. All volunteers must be processed through Boston Partners in Education.
- C. The process followed by Boston Partners before assignment of a volunteer includes:
  - 1. A personal interview
  - 2. A CORI / SORI check
  - 3. Pre-service tutor training that includes an orientation on BPS procedures, as well as mentoring and subject specific training.
  - 4. On-site training may also be provided depending on the type of volunteer assignment
- D. A formal confirmation of each individual volunteer assignment will be forwarded to the principal/headmaster, teacher and school liaison by Boston Partners in Education.
- E. Throughout the year, Boston Partners will support its volunteers through subject specific support sessions, newsletters and individual communication.

#### **GUIDELINES FOR STAFF ASSISTED VOLUNTEERS**

The following guidelines are intended to help teachers make the best use of the volunteer's efforts in their classroom:

- A. Identify children to be tutored. Best results are achieved when volunteers work with the same children on a regular basis.
- B. Orient the volunteers to the kind of help needed, specifically whether the student is assigned to the volunteer for social adjustment and/or reinforcement of academic skills.
- C. Try to plan the work volunteers are to do before they arrive. Be specific in directions.
- D. Allow time for conferences with the volunteers. Keep them informed of the progress of the students with whom they are working.
- E. Acquaint the volunteers with the classroom setting, procedures, etc.
- F. Never leave a volunteer alone in charge of the entire class.

Remember that the goal of the volunteer services is to provide academic and mentoring support to students during the regular and extended school day.

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