



Volunteer...  
*touch a life*



## Volunteer Handbook

*The Duxbury 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 and augment the educational experience of Duxbury Children.*

Duxbury Public Schools

Benedict Tantillo, Superintendent of Schools  
Edwin P. Walsh, Assistant Superintendent  
Susan Nauman, School Business Manager

School Committee

Anne Ward, Chairperson  
John Heinstadt, Vice-Chairman  
Mary Lou Buell  
Maureen Connolly  
Gary Magnuson

# *From the Superintendent of Schools*

Dear Volunteer:

On behalf of the Duxbury Public Schools, I want to welcome you to join us in our important work. We take great pride in our school system and are pleased that you have decided to take a part in the education of our students. We have long recognized that there are many outstanding resources in our community and this program is an exciting opportunity for you to become involved.

We hope that this handbook will assist you to make your time with us productive for you and beneficial to our students and staff. Please feel free to ask us for any assistance you need to make your volunteering a positive experience for all.

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 very grateful.

Sincerely,

Benedict Tantillo  
Superintendent of Schools

# Guidelines for Volunteers

The staff at each school value your commitment and participation in the Volunteer Program. The following suggestions are made to help your contribution in school programs to be a profitable, rewarding one for you, the children and the staff.

1. Due to increased building security, all doors are locked except for the front entrances.
2. Sign in and pick up a volunteer badge at the office and go directly to your assigned area after you have signed in. 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.
3. Use a positive approach and always encourage the children. Their desire and need for recognition, attention, success, and love is strong, persistent and demanding.
4. Refer all discipline problems to the teacher for appropriate action. The presence of an adult prevents much misbehavior. Stop obvious misconduct, but leave the actual disciplining to the teacher. (ABOVE ALL – NEVER TOUCH A CHILD IN ANGER.)
5. Teachers will be glad to help you with suggestions and support to enhance your participation, so please ask.
6. If you are going to be absent from your volunteer assignment, please notify the office of the school at which you volunteer:  
Chandler 781-934-7680;  
Alden 781-934-7630;  
DMS 781-934-7640; and  
DHS 781-934-7650.
7. Your full attention should be given to your volunteer assignment, so please make child care arrangements for your other children.
8. Please arrange conferences concerning your own child(ren) in the routine manner. It is extremely difficult for teachers to respond to spur-of-the-moment and casual questions about your child(ren).
9. New volunteers are required to attend an orientation. This requirement may be satisfied either by attending a formal orientation, or by meeting with the school's assistant principal to discuss the volunteer guidelines. EACH YEAR, volunteers must sign a CONFIDENTIALITY STATEMENT before helping in the schools. Volunteers must also participate in the CORI (Criminal Record Information) process EVERY THREE YEARS.
10. When volunteering at the schools, please provide your own transportation. Volunteers are not to ride the school buses to get to their volunteer assignments.

## School Volunteers

The Duxbury School Committee recognizes the diverse talents and skills represented in the community and welcomes the volunteer assistance of citizens in helping the professional staff carry out the instructional program of the schools.

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; may assist in developing and maintaining collections of instructional materials; and may perform other services of assistance to children and teachers.

The basic requirement for volunteer service will be an interest and enjoyment in children and a belief that they can learn.

All new volunteers must attend a volunteer orientation prior to volunteering, and sign a confidentiality sheet. Returning volunteers only need to sign the confidentiality sheet each year.

The principal or designee will assume responsibility for the selection, training, and supervision of volunteers in his/her school.

The School Committee will give public recognition in appreciation of the services of all volunteers.

Short-term volunteers or those serving on an irregular basis shall require the approval only of the principal, or the superintendent or designee in the case of system-wide service, who will ascertain that their role is commensurate with their training or experience.

Long-term volunteers are those whose services are continuing and of a regular nature involving responsibility for some segment of the school program which might otherwise be done by a staff member such as a tutor, coach or secretary. These individuals shall require the same level of approval that the position would require if it were to be filled by a paid employee.

All volunteers will serve under the supervision and control of the School Committee for purposes of liability coverage. All who are in direct contact with children will participate in the Convicted Offenders Record Information (CORI) process. Volunteers are not covered by Worker's Compensation Insurance.

Revised: March 11, 1991  
First Reading: October 22, 1997  
Revised: November 19, 1997  
First Reading: October 25, 2006  
Second Reading: November 1, 2006

# **Volunteer Communication Skills**

Communication skills and a belief in good communication will help each volunteer provide the kind of experience that makes successful programs. The three areas listed here are crucial to good communication with all children.

Review the concepts, think about them, discuss them with other volunteers, try practicing them at home or with friends. Then use them as tools which will help you meet your goals as a volunteer.

## **Speak for Yourself**

- Use “I” statements when you talk; children want to know what you think.
- Speak for yourself, not others; children are interested in your experiences and values more than in generalizations.
- Say what you mean and mean what you say. You have feelings and it’s okay to share them. This is a real life experience and not a protected environment.

## **Listen to others**

- Provide time and space to listen. Design it into your plans.
- Take time to listen to the group as a whole, but also provide opportunities to listen to the children on a one-to-one basis.
- Listen with your eyes and heart as well as with your ears.
- Share with the children what you hear; they will let you know if you heard them right.
- Make opportunities for the children to listen to each other and to you. Everyone likes to be listened to.
- Take time to elicit information from other volunteers and parents, and then listen carefully to what they say.
- Be open and accepting of what you hear; it will encourage sharing and speaking for oneself.

## **Ask Good Questions**

- Use a variety of question asking methods.
- Ask yes/no questions which allow for specific choices.
- Ask open-ended questions which give the children a chance to respond in whatever direction they please. They will share what’s on their minds as well as what’s important to them at the time.
- Help the children along by asking questions which get them generating answers for themselves, i.e., what are three things you would like to do at our next session?
- Know that good question asking can many times provide the answers that are so laboriously sought after in problem solving.

## **Confidentiality is important!**

Each volunteer will be required to sign a confidentiality statement and return it to school before your assignment begins.

By signing the Confidentiality Statement, the volunteer agrees to:

1. Keep confidential any information about the teacher-student learning process.
2. Discuss individual students with school staff ONLY.
3. Limit any information concerning a particular child on a need-to-know basis.
4. NEVER discuss any child outside of the school environment with ANYONE.

PLEASE PUT YOURSELF IN THE OTHER PARENT’S POSITION AND ASK YOURSELF THIS QUESTION... “Would you want someone making a comment about your child?”

# VOLUNTEER INFORMATION FORM 2010 - 2011

To be eligible to volunteer in Duxbury Schools and chaperone on field trips you must fulfill the following requirements:

1. Attend a volunteer orientation once. If you have not yet attended a Volunteer Orientation (15 minutes) one may be scheduled at 9:15 prior to monthly PTA/PTO meetings. Please contact your child's school principal to arrange this.
2. Fill out a CORI Form (criminal offender record information.) A new form must be completed every three years. Please return this form directly to the Office or via your child's backpack.
3. Sign the confidentiality statement below. This is required every year for all returning volunteers for each student's classroom.

Please note that parents, guardians, and family members who visit the classroom infrequently are considered "VISITORS" and are only required to sign in at the office and wear a visitor badge.

## **Please complete this form for each student's classroom**

Child's Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_

CHECK ONE: RETURNING VOLUNTEER \_\_\_\_\_ NEW VOLUNTEER \_\_\_\_\_  
CIRCLE THE SCHOOLS IN WHICH YOU ARE CURRENTLY VOLUNTEERING:

CHANDLER

ALDEN

DMS

DHS

1. Date you attended volunteer orientation. \_\_\_\_\_

2. HAVE YOU COMPLETED THE REQUIRED CORI FORM? \_\_\_\_ YES \_\_\_\_ NO

Date \_\_\_\_\_ (CRIMINAL OFFENDER RECORD INFORMATION to completed every 3 years)

3. CONFIDENTIALITY STATEMENT (needs to be signed every year!):

***By accepting an assignment for the Duxbury School volunteers, I agree to respect the confidential nature of my assignment and to be prompt and dependable. I will abide by the rules, regulations and procedures of the Duxbury Public School System and the Duxbury School Volunteers.***

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have children in the Duxbury Public Schools, please list:

Child's name

School

Teacher

Grade

\*\*\* Please return this form to the assistant principal's office.\*\*\*





# Duxbury Public Schools

130 Saint George Street, Duxbury, Massachusetts 02332

Telephone (781) 934-7600 • FAX (781) 934-7644

[www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us)

*Superintendent*  
Dr. Benedict Tantillo, III  
781-934-7600

*Assistant Superintendent*  
Mr. Edwin P. Walsh  
781-934-7604

*Business Manager*  
Ms. Susan E. Nauman  
781-934-7600

*Special Education Director*  
Mr. Bruce M. Cole  
781-934-7643

**DUXPS**  
**CH 385**  
**G**

## CORI REQUEST FORM

Duxbury Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending.

As an applicant/employee for the position of \_\_\_\_\_ at [check the desired location(s)]:

<input type="checkbox"/> Chandler School	<input type="checkbox"/> Alden School	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School	<input type="checkbox"/> District
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I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
*Applicant/Employee Signature*

*Note – A copy of a photo ID must be attached to ALL CORI Request Forms before returning to Assistant Superintendent's Office*

### APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME

\_\_\_\_\_  
MAIDEN NAME OR ALIAS (IF APPLICABLE)

\_\_\_\_\_  
PLACE OF BIRTH

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER  
(Requested but not required) (if applicable)

\_\_\_\_\_  
\*ID Theft Index PIN

\_\_\_\_\_  
MOTHER'S MAIDEN NAME

\_\_\_\_\_  
CURRENT AND FORMER ADDRESSES:

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER (include state of issue): \_\_\_\_\_

THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: \_\_\_\_\_

REQUESTED BY (school personnel): \_\_\_\_\_

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. CORI request forms include this field to be submitted to the CHSB via mail or by fax to 617-660-4614.

*Learning for Life*

*Duxbury Public Schools provides a high quality, comprehensive education that enables students to make connections between learning and life and prepares them to meet the challenges of a dynamic society.*



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**Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed:**

- I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this procedure and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Duxbury Public Schools is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, Duxbury Public Schools will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Duxbury Public Schools may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If the Duxbury Public Schools reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this procedure, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - (a) Relevance of the crime to the position sought;
  - (b) The nature of the work to be performed;
  - (c) Time since the conviction;
  - (d) Age of the candidate at the time of the offense;
  - (e) Seriousness and specific circumstances of the offense;
  - (f) The number of offenses;
  - (g) Whether the applicant has pending charges;
  - (h) Any relevant evidence of rehabilitation or lack thereof;
  - (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority
- VIII. Duxbury Public Schools will notify the applicant of the decision and the basis of the decision in a timely manner.

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