

VOLUNTEER ASSISTANCE PROGRAM

R1508

Volunteers are recruited by the classroom teachers and/or administrators from the parents/legal guardians of students in the school and/or community members. By the beginning of October, teachers submit a list of those interested in volunteering to the Principal or designee.

Volunteers in the Westford Public Schools will follow the procedures listed below:

1. Attend a school volunteer orientation. This will be scheduled by the school administration after receipt of the list of volunteers from the teachers. The orientation must include:
 - a. An introduction to school procedures including sign-in, fire drill rules, health requirements, security rules, etc.
 - b. Training on any of the machines that they may use during their volunteering.
 - c. Discussions on confidentiality.
 - d. Discussions on relevant policies and regulations of the Westford Public Schools.
2. Follow health requirements. Under M.G.L. c. 71, s.55B as amended by Chapter 85 of the Acts of 1981, volunteers are required to have a valid Mantoux Test for TB within 90 days prior to beginning to volunteer in the school. This Test will need to be obtained from private health care providers or from the Westford Board of Health. The results of this Test should be given to each school nurse, who will forward it to the Head Nurse who will keep these in a central file.
3. Follow standard security procedures. Those procedures should be outlined at the volunteer orientation and will include:
 - a. Signing-in and out at the school office
 - b. Displaying school identification badge while volunteering

The Principal or designee is responsible for relaying all information from the orientation to any volunteers who were unable to attend.

Regulations Adopted:
Regulations Reviewed:
Regulations Revised:

WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts 01886