

SOMERVILLE 
PUBLIC SCHOOLS

VOLUNTEERS

Serving and Inspiring



SPS Volunteers
42 Prescott St., Somerville, MA 02143
www.somerville.k12.ma.us/volunteers

In Memoriam

Bruce Brodigan was a teacher, writer, and neighbor, and served as a dedicated and compassionate volunteer literacy tutor with the Somerville Public Schools.

Bruce connected with students by recognizing their need to share their own stories. He connected with students as a literacy tutor, and by discussing topics such as neighborhoods, racism, safety, sexism, low expectations, big dreams, feeling alone, sharing, and best friends.

We uphold Bruce's willingness and dedication to letting students into his life. We are grateful for his passion for learning and service, and for having shared them with us.

Bruce Brodigan, 1954-2012

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Dear Somerville Public Schools Volunteer,

Thank you for connecting with our school community! Somerville Public Schools' mission is to maximize the potential of each and every student. Volunteers support this mission best by making a firm commitment to serve students and support teaching staff. Somerville Public Schools offers many ways for you to engage with students, educators, and families, and to make deeper connections with your community.

Whether you are a longtime resident or newcomer to Somerville, your involvement with our youth helps expand their learning and broaden their world. Your weekly commitment as a volunteer can lead to increased student engagement and enthusiasm in a subject, improved social and emotional skills, better attendance, and improved academic performance. Your active involvement as a volunteer also serves to strengthen students' community ties and actively demonstrates to students and families the importance of meaningful civic engagement.

Somerville Public Schools remain steadfast in their commitment to serving all students and families, regardless of citizenship. Somerville Public Schools has a moral and legal obligation to enroll and serve every child living in our district without regard to immigration status, and without fear of discrimination. As a volunteer serving in our schools, thank you for helping to continue to provide a welcoming, safe, inclusive and nurturing educational experience for all of our students.

We encourage you to visit a classroom, meet one of our dedicated educators, come to a music or visual arts lesson, attend a school performance, or participate in a school-wide event. We welcome you to choose a volunteer role that best fits your interests and availability.

This guide outlines Somerville Public Schools' policies and practices for all Somerville Public School volunteers and the expectations we have of you as you serve in a Somerville school. It also provides a range of specific volunteer opportunities where volunteer support is welcomed— in classrooms and out—and where we believe volunteers can make a significant difference in student learning and enrichment.

On behalf of our students, families, and educators, thank you for your commitment to and care of Somerville's students. We look forward to learning and serving with you!

*Mary Skipper
Superintendent, Somerville Public Schools*

SPS Volunteers, Mission

Somerville Public Schools is a vibrant, diverse learning community serving nearly 5,000 students in 11 schools. Through hands-on, interactive core curriculum, including arts, music, health and physical education curriculum, and a variety of enrichment and extracurricular programs and activities, SPS aims to actively engage and educate the whole child.

SPS Volunteers is a program of the Somerville Public Schools. The mission of the SPS Volunteer Program is to enhance the capacity of educators and schools to support the learning and well-being of youth and adult learners by engaging the community through volunteerism.

SPS Volunteers recruits, screens, trains, supports, coordinates, documents and promotes the service of volunteers serving in our public schools. Through individuals, and through ongoing partnerships with community groups, organizations, churches and businesses, volunteer service strengthens Somerville's schools and community. We welcome volunteers to explore their interests, develop new skills and gain new perspectives as they work and learn alongside our school community.

School Standards and Procedures for all SPS Volunteers

1. For the safety and security of all students, every volunteer must complete a **CORI** (Criminal Offender Record Information) or background check. The CORI must be approved before volunteering in any Somerville school. A CORI may be submitted through the main office of any Somerville Public School, or with appointment through the Volunteer Program Office. CORIs for SPS Volunteers are valid for one year with any Somerville Public School.
2. **Volunteers Matter!** Volunteers are valued and we want to know how you volunteer to better understand your impact and to match volunteers where they are most needed. All weekly volunteers are required to self-register on the VolunteerMatters database: www.somerville.k12.ma.us/volunteer and see Apply Online to be a SPS Volunteer.
3. Volunteers must follow all policies and practices of the Somerville Public Schools. For information about dress and conduct codes, fire drills, and other school conduct and practices, please see the *SPS Parent/Guardian Guide*: <http://alturl.com/bu5nb>.
4. Volunteers must **sign in** at the school's main office prior to every session, **wear a Volunteer or Visitor tag** while in the school, **sign out**, and return tag to the main office at the end of each session.
5. **Parking Passes** may be secured at the school's main office if you do not have a Somerville parking permit. Most Somerville streets are Somerville resident permit parking only, and school lots are reserved for teacher and staff parking. Parking Passes should be displayed on your dashboard and returned after your volunteer session.
6. Volunteers working directly with students may become aware of confidential information about specific students. This information may include information such as students' academic performance, student records, behavior, disabilities, immigration status or other personal matters. Volunteers will not disclose such confidential information except to school employees who have a need to know.

7. Volunteers should not photograph students unless authorized by the building principal or designated staff. Volunteers should not share photographs of students. Volunteers should not use social media, 'friend' or text with students.

8. Volunteers should never assume responsibility for the supervision of a class in the absence of a certified teacher.

9. Volunteers should never assume responsibility for the discipline of a student.

10. Volunteers are not authorized to transport students.

11. Volunteers should use adult restrooms only.

12. Any volunteer **under the age of 18 years** must submit two letters of reference on professional letterhead from a teacher, counselor, principal, employment supervisor, or other individual who is qualified to comment on the character and work ethic of the applicant.

13. **Conflict of Interest Law** Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the Conflict of Interest Law. Please review the following summary of the Conflict of Interest Law, MA General Laws, Chapter 268A:

<http://www.mass.gov/ethics/education-and-training-resources/required-education-and-training/municipal-employee-summary.html>

14. **Liability** The City of Somerville and Somerville Public Schools requires volunteers to accept terms and conditions which release the City and Somerville Public Schools from liability in the event of volunteer injury, illness or property loss, and damages or costs associated with such. Please review the Volunteer Release of Liability form, attached.

15. **Photo Release** Somerville Public Schools requests that volunteers complete an opt out form if they do not wish Somerville Public Schools to publish, print or post to its website your photograph as part of your volunteer activities. Please see the SPS Volunteer Coordinator if you wish to complete this form.

16. SMILE and have FUN!

I have read and understand the above standards and procedures for Somerville Public School Volunteers and agree to comply with these procedures.

First Name

Last Name

Date

Weekly Volunteer Tutors and Academic Support Guidelines

Volunteers are most effective when placed with the same classroom, teacher or student, and serve for at least one hour per week for four months. As a SPS Volunteer Tutor, we ask that you:

1. Make a Firm Commitment. Volunteer tutors and academic support volunteer are required to commit to **at least one hour per week for a minimum of four months**. As a weekly volunteer, students and teachers who come to rely on you will miss you when you are not there. Except in an emergency, last minute absences are disruptive. If you are casual about your absences, students will receive the wrong message, and it may cause teachers to be hesitant to work with volunteers in the future. Please contact your direct supervisor at least 24 hours prior to an absence, and if for any reason you are unable to complete your weekly service, please make sure to notify your supervisor immediately.

2. Define Your Role. The teacher is your supervisor. Work with the teacher to clearly define your role. Your tutoring work will vary depending on the subject and program, but communicate with the teacher your expectations, and ask questions.

3. Understand Learning Goals. Work with your supervisor to understand the learning goals for the student. Request progress information from your supervisor about the student.

4. Get Feedback. Through your supervisor, get feedback on whether student performance is improving, and how performance will be measured, such as test scores, level of student engagement, behavior, or other areas of student assessment.

5. Be on Time. Teachers and students have tight timelines. Please be on time so that teachers can adhere to a schedule. If you must miss a session, please let your supervisor know well ahead of time. If you cannot reach the supervisor, leave a message at the school's main office.

6. Reassignment or Dismissal from Service. Somerville Public Schools strives to match volunteers with placements that best serve students and staff. SPS understands that not every match is ideal and that there may be times when the teacher-volunteer relationship is not productive or beneficial to student learning. In these circumstances, the volunteer will need to be reassigned or in some cases, dismissed from service. The volunteer is provided the opportunity for an exit interview where their direct supervisor (Teacher) and/or School-Based Volunteer Coordinator outline areas for improvement and why they are being reassigned or dismissed. It is the responsibility of the volunteer to inform their supervisor if they need to terminate their volunteer service altogether.

7. College or Community Service Credit Let your supervisor know ahead of time if you will need a letter or other information from them. Keep a log of dates and hours worked, activities, and skills you gained through tutoring.

8. Exit Survey In order to support volunteers and ensure that their time and service are most effective, we need to hear about your experience. Volunteers who serve weekly are requested to complete a Volunteer Survey upon completion of the school year or at the end their service.

9. VolunteersMatter!

Help demonstrate that volunteer service matters and that individualized volunteer intervention can boost student confidence, interest in a subject and performance. In order to input your service hours, the following information is required for weekly academic volunteers:

| Volunteer Name | Start Date | End Date | Schedule (Day/Time) | Subject (Literacy/Math/ELE/Other) | School / Program | Grade |
|----------------|------------|----------|---------------------|-----------------------------------|------------------|-------|
| | | | | | | |

Volunteer Forms, Resources

- Criminal Offender Record Information (C.O.R.I.) Form
- Acknowledgement of Standards and Procedure, Page 5
- Release of Liability Form
- SPS district Calendar <http://www.somerville.k12.ma.us/district-school-year-calendar-2018-2019>
- For school closure information visit www.somerville.k12.ma.us

Criminal Offender Record Information (C.O.R.I.) Request Form

The Somerville Public Schools has been certified by the Criminal History Systems Board for access to all conviction, non-conviction data, and pending court activity for school-based personnel.

INSTRUCTIONS:

To be completed by prospective employee, tutor, volunteer, or student teacher. PRINT CLEARLY.

Position for which you are being considered: _____
(i.e.: Math Teacher, Volunteer, Student Teacher, etc.)

LAST NAME FIRST NAME MIDDLE NAME MAIDEN NAME/ALIAS
(IF APPLICABLE)

PLACE OF BIRTH DATE OF BIRTH SOCIAL SECURITY NUMBER (LAST 6)

SEX: _____ HEIGHT: _____ FT. _____ IN. WEIGHT: _____ EYE COLOR: _____

I.D. THEFT INDEX PIN MOTHER'S MAIDEN NAME
(IF APPLICABLE)

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. All CORI Request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.

CURRENT ADDRESS: _____

FORMER ADDRESS: _____
(IF RESIDED IN CURRENT ADDRESS LESS THAN 2 YEARS)

CONTACT PHONE NUMBER / EMAIL _____

I hereby affirm that all information supplied by me in support of my candidacy is true and complete. I certify that I have never been convicted of a criminal offense. Further, I certify that I have never been arrested for any offense involving sexual misconduct or moral turpitude. I understand that if employed, falsified statements, as part of my application shall be considered sufficient cause for dismissal. I hereby release and hold harmless the Somerville Public Schools and any providers of information about me from any liability, which may result.

Signature of Applicant _____ Date _____

***PLEASE NOTE THAT A COPY OF A US GOVERNMENT ISSUED**

PHOTOGRAPHIC ID MUST BE SUBMITTED WITH THIS FORM.

TO BE COMPLETED BY THE SCHOOL DEPARTMENT DESIGNEE ONLY:

THE INFORMATION ABOVE WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF U.S. GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: **PLEASE CIRCLE ONE**

DRIVER'S LICENSE / REAL ID US PASSPORT *SOCIAL SECURITY CARD *BIRTH CERTIFICATE

REQUESTED BY: _____ SCHOOL _____

PLEASE PRINT



SOMERVILLE PUBLIC SCHOOLS
8 BONAIR STREET • SOMERVILLE MASSACHUSETTS 02145 • Tel. 617-625-6600





Somerville Public Schools Volunteers Release of Liability Form

My participation as a volunteer in the Somerville Public Schools is voluntary;

I will indemnify and not hold the City of Somerville and the Somerville Public Schools responsible for damages and costs, including attorney’s fees, arising out of or in connection with my volunteer service to the Somerville Public Schools;

The City of Somerville and the Somerville Public Schools will not be held liable for any personal injury, illness or property loss that I may sustain in connection with my volunteer service.

I waive any claim, and promise not to sue, for compensation from the City of Somerville or the Somerville Public Schools in the event of such personal injury, illness or property loss.

Name: _____ (please print)

Signature: _____ Date: _____

Resources

Somerville Public Schools remain steadfast in their commitment to serving all students and families, regardless of citizenship. Somerville Public Schools has a moral and legal obligation to enroll and serve every child living in our district without regard to immigration status, and without fear of discrimination. As a volunteer serving in our schools, thank you for helping to continue to provide a welcoming, safe, inclusive and nurturing educational experience for all of our students.

SPS Educators, Counselors and staff are your first resource for information about curricula, instructional and support strategies and other resources that will help you in your work. These resources may also be useful:

Teaching Tolerance - Diversity, Equity and Justice , and Immigrant and Refugee Children: A Guide for Educators and School Support Staff

http://www.tolerance.org/sites/default/files/general/TT55_Teaching_Tolerance_Magazine.pdf pg 24.

Growth Mindset

<https://ww2.kqed.org/mindshift/tag/growth-mindset/>

<https://www.mindsetworks.com/science/>

Literacy

www.readingrockets.org

Interactive reading games and activities: <http://pbskids.org/games/reading/>

[25 Books that diversify students' reading lists](#)

<https://ww2.kqed.org/mindshift/2014/06/07/25-ideas-to-diversify-reading-lists-this-summer/>

English Language Learning, Literacy

[Reading, Writing and Learning in ESL: A Resource Book for K-12 Teachers / Edition 4 by Suzanne F. Peregoy, Owen F. Boyle](#)

Mentoring, Tutoring Resources

<http://www.schoolwheels.org/tutor-center/tutoring-resources-materials>

Mathematics

Visit www.somerville.k12.ma.us/volunteer and see *SPS Volunteer Math Tutors, Best Practices and Resources*.

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42 Prescott St., Somerville, MA 02143

www.somerville.k12.ma.us/volunteer

617.629.5475