

BOSTON PARTNERS IN EDUCATION

Lessons in learning. Lessons for life.

Volunteer Policies and Procedures

Getting Started:

- **Your regular attendance is critical.** It is also extremely important that you be **punctual** to your sessions. Your consistency and enthusiasm will show the students that you consider volunteering an important undertaking.
- When you are matched with a student(s), please bear in mind that the initial student assignment is **subject to change** depending on the teacher's or the class' needs. Although our goal is to form long-term academic mentoring relationships, student(s) might be switched or pulled out from tutoring. Please **inform** Boston Partners in Education if there are any changes in your student assignment(s).
- If possible, exchange phone numbers and/or e-mail addresses with your teacher so that you can notify him/her as soon as possible if you must be absent or late. If you are unable to reach the teacher or school, call Boston Partners in Education at (617) 451-6145 and ask that we try to contact the school.
- If you have any problems with your placement **after** the first three weeks, please call Boston Partners in Education for guidance. If you are unable to reach your respective Placement Coordinators, please contact our Program Director, Erin McGrath at emcgrath@bostonpartners.org or (617) 451-6145.
- Remember to wear your Boston Partners in Education **nametag** when you are in the school. If your nametag has been misplaced, please contact our Director of Education and Training, Marc Saunders at msaunders@bostonpartners.org or (617) 451-6145.
- Prior to starting your volunteer placement, every volunteer must pass his or her CORI/SORI. After your volunteer interview, we submit your signed CORI/SORI form to Boston Public Schools for background check. This takes 3 to 4 weeks to process. Once background check is complete, BPS will notify Boston Partners in Education if you have passed and could continue through the matching process. All volunteers, regardless if new or returning, must complete a background check before placement.
- It is mandatory to **report to the school office** when you arrive at the school. On your first day of volunteering, make sure you print and bring a copy of your placement confirmation. Please identify yourself as a Boston Partners in Education volunteer and sign in and out each time you volunteer.
- Check your school calendar on a regular basis so that you are aware of days off. Ask your teacher to notify you of school assemblies, professional days, or field trips that may interfere with your volunteering.
- Appropriate dress is required. The school can provide specific dress code information, and Boston Partners in Education suggests you model your attire after the school staff.
- If you decide to change the subject and time(s) and day(s) you volunteer, please confirm with your teacher that the changes are acceptable. Please make sure to inform your Placement Coordinator of these changes.

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In the Classroom:

- The teacher is in charge of all discipline, first aid, and medication of any kind. Refer all cases of discipline, sickness, or accidents immediately to the teacher or another school staff member.
- **Massachusetts State Law prohibits leaving volunteers in charge of a class.** If for some reason the classroom teacher needs to leave the room, you are not permitted to watch the class. Please have the teacher ask a school staff member to watch the class.
- Outside meetings with your student are not permitted. Please make sure your relationship is confined to the classroom. Meetings with your student should be held within the view of another adult.
- **Refrain from using your cell phone during your sessions with your student(s).** This includes calling, texting, and/or checking email. This can be very distracting for both you and the student(s). Boston Partners in Education encourages you to turn off your phone while at the school.
- Refrain from giving students gifts or food, due to issues of students' health and safety.
- Establish a routine that allows you to meet with the teacher a few times per month to discuss student progress and address any issues you may have. These meetings may only be a few minutes long. In addition to this, please try to develop a system of communication with the teacher, whether by phone, email, or an alternate method, so you are getting the support that you need.

Confidentiality:

- Please respect the confidentiality of all information and activities related to students and others in the school. If a student mentions something that concerns you, **please report it to a school staff member.** Volunteers are not considered mandatory reporters in the state of Massachusetts, however, paid school staff members are.
- In order to ensure student' and teachers' rights to confidentiality, please do not send articles to newspapers or magazines or grant interviews regarding your services in the schools without clearance from Boston Partners in Education.
- Volunteers are in the schools to support the students and teachers. Avoid criticizing school personnel and/or school procedures. If you feel that an action or procedure is questionable, please contact Boston Partners in Education for guidance.

Please initial each line of the agreement form to these policies and procedures.

For more information on the BPS, visit:

<http://www.boston.k12.ma.us/bps/bpsglance.asp>

For information on a specific school, visit:

<http://www.boston.k12.ma.us/schools/profiles.asp>