

Hopkinton School District Volunteer/Chaperone Procedure

The Hopkinton Schools seek to enrich the learning experience of students by involving parents, guardians, grandparents, and other community members in the life of our school. Volunteers are an essential part of our school community and without the efforts of volunteers many special events and programs would not be possible.

Opportunities for volunteers within the district may include, but are not limited to, tutoring and enrichment work within classrooms, planning for special events, assisting with theatrical productions, and chaperoning field trips.

Expectations of Volunteers/Chaperones

- *Confidentiality:* This is essential for volunteers' success. Volunteers may hear, read, or observe information about a student's school or home life during the course of their volunteer duties. It is required that all volunteers keep such information strictly confidential.
- *Rules and Regulations:* Volunteers work under the direction of the teachers and staff members. Volunteers are in the school to assist staff and teachers in their mission to educate and care for our children. We are expected to treat each student and staff member with kindness and respect. Volunteers serve as role models for the students and should remain professional and courteous at all times. Student discipline issues should be referred to the classroom teacher.
- *Commitment:* Volunteers are valued and respected members of the school community. If you are unable to fulfill your volunteer commitment, please inform the school in a timely manner so that appropriate staff members can be notified and substitutes can be arranged as needed.

Training of Volunteers/Chaperones

Individual teachers will provide necessary training and instruction for their own classroom volunteers. Volunteers for general school support or other special events or programs will receive specific training for these roles.

Procedures for Volunteers/Chaperones

All persons who wish to volunteer and/or chaperone in the Hopkinton School District must be fingerprinted by the NH Department of Safety every three years. Those who have not been fingerprinted in the past 3 years or cannot provide evidence of fingerprinting must complete it by November 15th, 2023. To schedule an appointment with the NH Department of Safety [click here](#).

Once you have set an appointment for fingerprinting, you must complete the [Hopkinton School District Volunteer and Chaperone Registration](#). This form includes questions about interest, skills, and availability. Before beginning an assignment, each volunteer must have on file a signed Volunteer Confidentiality Agreement. It is essential that volunteers read and sign this form. This form is available at the main office in all of the schools. The cost of the fingerprinting will be reimbursed by the district. Once the results are received, a check will be issued.