

VOLUNTEERS

The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

Volunteer Application & Selection

Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the Principal's office.

Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels.

Assignment shall be made by the school administrator or designee.

Powers and Duties

Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certified staff.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to situations that may be supervised by a certificated staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Volunteers shall familiarize themselves with school policies and adhere to them

All volunteers will sign a confidentiality agreement and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district who has a legitimate educational purpose for discussing such information.

The Confidentiality Agreement is included as Appendix IJOC-R.

Volunteer shall conduct themselves in a manner that brings credit to the to the educational institution

A volunteer may be asked to terminate his/her services when the circumstances in the judgment of the administrator necessitates termination

Coaches

Volunteer coaches of individual sports must be complete the volunteer application and will be subjected to back ground checks. Volunteer coaches may be offered the opportunity to be certified in that sport with the standards set by the NHIAA.

Legal References:

RSA 189:13-a, School Employee and Volunteer Criminal History Records Check

Appendix: IJOC-R

First Reading: December 4, 2013

Second Reading & Approval: January 15, 2014