

## VOLUNTEERS

The school district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a school district staff shall clearly explain the volunteer's responsibility.

The superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the superintendent or his/her designee.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision of volunteers.

### 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. Chaperones for field trips or other events;
5. Coach or assistant coach to an athletic team
6. Assist with any type of performing arts event or show
7. 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 at school expense.

### Volunteer Duties and Procedures in General

- A. Submit letter describing their skills, interests and availability.
- B. Once a thorough background investigation and criminal records check is complete with no disqualifying records, the volunteer will be issued an identification badge to be worn every time the volunteer works in the school. The ID badge must be shown when checking into the front office of any school.
- C. Volunteers will be required to sign an affidavit each year following the background investigation and criminal records check. Every four years volunteers will need to go through the background investigation and criminal records check at the SAU office.

- D. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- E. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.
- F. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- G. Receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety; (3) work schedule and place of work; and (4) expected relationship to regular staff.
- H. Receive appropriate training at the building level, consistent with their tasks and existing school district standards. This training shall be developed under the leadership of the principal in consultation with the volunteer coordinator.
- I. The school district employee with whom the volunteer is working should have assignments and activities clearly defined.
- J. Receive acknowledgment for their services.
- K. Volunteers may be terminated when:
  - 1. Program and/or duties are no longer needed;
  - 2. They are replaced by paid staff; or
  - 3. In the sole judgment of the administration, their conduct does not meet the standards of the District.
- L. Volunteers should only function under direct supervision of a school employee.

### Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA including a background investigation and a criminal records check.

### Legal Reference:

*RSA 189:13-a, School Employee Volunteer Background Investigations*

**(Adopted: 4/20/09)**

**(Revised: 7/10/2017)**