

IJOC - VOLUNTEERS

Introduction - The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens.

School Staff Request for Volunteer - School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels for selected activities and as resource persons.

Volunteer Procedures - The Superintendent is responsible for developing procedures for the selection and utilization of volunteers. The School Principal is responsible for implementing procedures for the selection and utilization of volunteers.

Volunteer Agreement – Volunteers shall complete a Volunteer Service Statement and Agreement attesting to:

1. Be 18 years of age or older and of sound body and mind.
2. Have the ability and skill necessary to perform the assigned tasks.
3. Assume full responsibility for their safety and the safety of others, except where resulting from the District's negligence.
4. Abide by confidentiality and refrain from discussing the performance or actions of a student except with the student's teacher or school administration.
5. Refer any student problem, which arises, whether of an instructional, medical or operational nature, to a regular staff member.
6. Perform service in compliance with standards, specifications, direction, and policies of the District.

Volunteer Background Investigation and Criminal Records Check - Volunteers who come in direct contact with students on a daily basis, meet regularly with students, meet with students on a one-on-one basis, or any other volunteer so designated by the School Board or Superintendent will be screened through the District's regular background checking process and the criminal records check law procedure. As a general rule volunteers with continued service will be exempted from the annual requirement. However, a break in service of one year will require a new background check. The District also reserves the right to perform a background check on any volunteer at any time.

Volunteer Selection – Volunteer selection will be made based on the qualifications and availability of the volunteer. Volunteers will only be assigned to school staff who have requested volunteer assistance. Assignment will be made by the School Principal or designee.

The school of assignment will provide each approved volunteer with documentation stating:

1. The volunteer's name.
1. The starting and ending dates of volunteer service.
2. Continuation of service until resignation or termination per policy.
3. Volunteer immunity under NH State Statute.

The school of assignment will also supply the volunteer with a copy of this policy.

Volunteer Orientation and Training - Volunteers shall receive orientation including 1) general job responsibilities, 2) information about school facilities, routines, and procedures, including safety and evaluation, 3) work schedule and place of work, and 4) expected relationship to regular staff.

Volunteers will be provided appropriate training at the school level consistent with their tasks and existing District standards. This training shall be developed under the leadership of the School Principal in consultation with the Volunteer Coordinator.

Volunteer Duties – Assignments will be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping, and material preparation tasks. Assignments will be limited to situations that are supervised by a certified staff person. Volunteers will not be assigned to roles which require specific professional training. Instructional services will be rendered only under the supervision of certified staff.

In some instances, volunteers may perform tasks away from the school site. Volunteers with special talents, hobbies, or experiences may share those on a scheduled basis in a suitable educational setting.

Volunteer coaches of individual sports must be in compliance with District policy and NHIAA standards.

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.

Termination - Volunteers shall 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.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 189:13-a (School Employee and Volunteer Criminal History Records Check)
Handbook (Referenced in Staff Handbook)

APPROVED/REVISED: May 30, 2000, December 17, 2009, May 7, 2015

PREVIOUS POLICY: None