

IJOC - VOLUNTEERS

See also [ABA](#), [GBCD](#)

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

The Superintendent or designee is responsible for developing and implementing procedures in accordance with RSA 189:13-a for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent. It is the responsibility of school administration to ensure that all volunteers are approved prior to allowing services to be rendered.

Designated Volunteers

Designated volunteers are subject to the provisions of Policy [GBCD](#) - Background Investigation and Criminal Records Check and 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 regular basis;*
- 2. Chaperones field trips, dances, athletics or activities as defined by the Superintendent;*
- 3. Meets with students on a one-on-one basis;*
- 4. Any other volunteer so designated by the School Board or Superintendent.*

Supervised Volunteers

- 1. Are never left alone in the building;*
- 2. Do not have regular, direct contact with children;*
- 3. May not perform duties of designated volunteers.*

Volunteer Requirements

- A. Complete an application.*
- B. Complete annual training as defined by the Superintendent.*
- C. 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.*

D. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.

E. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.

F. 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.

G. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

H. The school district employee with whom the volunteer is working should have assignments and activities clearly defined and in writing.

I. 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.*
- 4. The Superintendent reserves the right to sever the volunteer relationship at any time with or without cause.*

J. Adhere to all district policies and procedures.

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.

Legal Reference:

RSA [189:13-a](#), School Employee Volunteer Background Investigations

RSA 508:17, Volunteers; Nonprofit Organizations; Liability Limited.

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3rd Reading: Waived

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