

<b>Timberlane Regional School District</b>	<b>Policy Code: IJOC</b>
<b>Adopted: 07-22-99</b> <b>Revised: 02-24-05</b> <b>Revised: 05-20-10</b> <b>Revised: 10-20-11</b> <b>Revised: 09-06-18</b>	<b>Page 1 of 2</b>

## **VOLUNTEERS**

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. The Superintendent or his/her designee shall be responsible for developing and implementing procedures for the 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 without the presence of a professional staff member;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Serves as a chaperone on a school trip;
5. 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 Duties

Selected volunteers will 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.

All volunteers will sign a confidentiality agreement, and 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.

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.

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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 will 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 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.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.

See also policy ABA.

Legal Reference:

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