

## 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 indicate their interest to the building administration.

Volunteer selection shall be made based on the qualifications and availability of the volunteer. Assignments shall be made by the school administrator or designee.

Volunteers shall be provided with an appropriate orientation to the applicable rules, regulations, and procedures.

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

## **Volunteer 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 staff.

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 available on the District website.

## **Legal References:**

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

First Reading: April 3, 2018

Second and Final Reading: April 17, 2018