

## **VOLUNTEERS**

The building administrator 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;

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

### **Volunteer Application & Selection**

Unless a potential volunteer has a current criminal records check, the following process will apply:

Persons wishing to volunteer in the District should complete a Volunteer Application form, including the confidentiality agreement. Such forms will be made available at the building administrator's office.

Volunteer selection and assignment shall be made by the building administrator or designee.

Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the building administrator.

### **Volunteer Duties**

Assignments may be limited to situations that may be supervised by a certificated staff person. 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.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.



Volunteers with special interests, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

All volunteers will sign a confidentiality agreement and must refrain from discussing the performance or actions of a student except with the student's teacher, counselor, or building administrator.

**Coaches**

Coaches of individual sports must have a criminal background check and be in compliance with all other regulations and standards as set by NHIAA.

**Legal References:**

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

*NH Department of Education Technical Advisory, School Employee Background*

*Investigation,*

*Including a Criminal History Records Check, adopted July 1997*

*Policy EEBB, Use of Private Vehicles to Transport Students*

*Policy GBCD, Background Investigation and Criminal Records Check for Prospective Employees*

*Appendix A, Volunteer/Private Carrier Authorization Form*

*Appendix B, Volunteer Application Form*

Adopted 2009

Revised 2010

Revised 2017

Revised 2021

