

## **IJOC - VOLUNTEERS**

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

SUPERINTENDENT - The Superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent or his/her designee.

DISTRICT - The District shall supply to the volunteer a formal Volunteer Appointment which:

1. States the volunteer's name.
1. States the starting and ending dates of volunteer service.
2. States continuation of service until resignation or termination per policy.
3. Provides volunteer immunity under NH State Statute.

The District shall also supply the volunteer with a copy of this policy.

SCHOOL STAFF - The school staff shall request the voluntary help of citizens, to assist in conducting selected activities and/or to serve as resource persons, through administrative channels. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.

VOLUNTEERS - Volunteers shall complete a Volunteer Service Statement and Agreement in which the person(s) attest 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.

Volunteers who serve on an on-going basis, who have regular contact with students, or who have duties involving one-to-one contact with students, or any other volunteer so designated by the School Board or Superintendent shall 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.

Volunteers shall receive orientation including:

1. General job responsibilities and limitations.
2. Information about school facilities, routines, and procedures, including safety and evaluation.
3. Work schedule and place of work.
4. Expected relationship to regular staff.

Volunteers shall serve in the capacity of helpers and not be assigned to roles, which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.

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 Principal in consultation with the volunteer coordinator.

Volunteers shall have assignments and activities carefully defined in writing.

Volunteers shall be evaluated and receive acknowledgement for their services.

Volunteers shall be terminated when:

1. Program and/or duties are no longer needed.
2. They are replaced by paid staff.
3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

Volunteers should only function under the direct supervision of a school employee.

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

#### Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Staff Handbook)

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

PREVIOUS POLICY: None