

# NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

## CHESTERFIELD SCHOOL DISTRICT

IJOC

### VOLUNTEERS

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, a District staff member shall clearly explain the volunteer's responsibility.

The School Principal or his/her designee shall be responsible for developing and implementing procedures for the utilization of volunteers.

The voluntary help of citizens should be requested by staff to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers. Volunteers shall:

- A. If they are designated will be screened through the District's regular background checking process and the Criminal History Records Check Law procedure if they serve on an on-going basis and have regular contact with students which affords opportunities for student contact in the absence of staff, or they have duties involving one-to-one contact with students; including individuals who chaperone overnight events. See Policy GBCD.
- B. 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.
- C. Receive a confidentiality notice for volunteers, which requires they refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal. The volunteer should also refrain from discussing the performance of staff with the exception of discussing performance with the staff member's supervisor.
- D. Examples of suggested duties for volunteers may include:
  - 1. Bulletin Boards;
  - 2. Preparation of materials for art, science, math classes;
  - 3. Clerical duties including photocopying, stencils, inventories, putting booklets together, newsletters and related activities, student lunchroom counts and attendance and class records;
  - 4. Clean-up activities;
  - 5. Library and audio visual duties;
  - 6. Assistance with physical education exercises;

7. Instructional activities appropriate to the volunteer's training and classroom needs, such as monitoring math assignments, listening to oral reading, and others;
  8. Assistance with vision and hearing testing and approved medical surveys;
  9. School Activities supervision, and playground supervision with at least one staff member.
- E. Receive acknowledgment for their services.
- F. Be terminated when:
1. Program and/or duties are no longer needed;
  2. They are replaced by paid staff; or
  3. If, in the sole judgment of the administration, their conduct does not meet the standards of the District.
- G. Refer any student problem which arises, whether of an instructional, medical or operational nature, to a regular staff member.

Volunteer coaches of individual sports will be encouraged to be in compliance with the standards set by NHIAA.

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

**Legal Reference:**

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

Approved: C – 4/14/08