

## WEARE SCHOOL DISTRICT

### VOLUNTEERS

*Also refer to ABA, GBCD*

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 shall clearly explain the volunteer's responsibility.

The Superintendent, or his/her designated representative, shall be responsible for developing and implementing procedures for the utilization of volunteers.

The voluntary help of citizens should be requested by staff through building administrators 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 should only function under the direct supervision of a school employee.

Volunteers are those people who give or offer to give on one's own initiative and shall:

- A. Complete an application form describing their skills, interests and availability.
- B. 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.
- C. 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 Principal.
- D. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.
- E. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instruction services shall be rendered under the supervision of the certificate staff. Examples of suggested duties for volunteers may include, but are not limited to:

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Re-Adopted: 3/27/2012

1<sup>st</sup> Reading for Adoption: 3/27/2012

Adopted: 5/16/2006

2<sup>nd</sup> Reading: 5/16/2006

1<sup>st</sup> Reading: 4/18/2006

Library and audio-visual duties, clean-up activities, clerical duties such as photocopying, inventories, monitoring assignments, listening to oral reading. preparation of materials for art, science, and math classes.

- F. Have assignments and activities carefully defined in writing.
- G. Refer any student problem which arises, whether of an instructional, medical or operational nature, to a regular staff member.
- H. Be evaluated when necessary and receive acknowledgment for their services.
- I. 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, shall be screened through the District's regular background checking process and the Criminal History Records Check Law procedure. (See Policy GBCD)
- J. May be terminated when;
  - 1. Program and/or duties are no longer needed;
  - 2. They are replaced by paid staff; or
  - 3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

**Legal Reference:**

*RSA 189: 13 - c - part VII Designated volunteers.*

*RSA [189](#): 13-a, School Employee and Volunteer Criminal History Records Check*