

**NEW BOSTON SCHOOL DISTRICT**

**IJOC**

**VOLUNTEERS**

The purposes of the volunteer program at New Boston Central School are to:

1. Assist teachers in providing instructional support and enrichment opportunities for students; assist staff with school projects; supervise or chaperone student activities; assist in classroom clerical work;
2. Build an understanding of and support for school programs among interested citizens; and
3. Strengthen school/community relations.

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.

The Superintendent, or designee, is responsible for developing and implementing procedures for the selection and utilization of volunteers.

The voluntary help of community citizens should be requested by staff through administrative channels 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.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated Volunteer" shall include but not limited to:

1. Any volunteer who has assigned unsupervised contact with students (i.e. school field trips);
2. One-to-one contact with students;
3. Have unsupervised access to the building as a whole and/or
4. Any other volunteers as deemed appropriate by the Superintendent and/or school Principal.

Volunteers shall:

1. Receive orientation and training as appropriate;
2. Serve in the capacity of helper to staff;
3. Understand the need for confidentiality and refrain from discussing the performance or actions of student(s) except with the student's teacher, counselor or Principal.
4. Refer any student problem which may arise to a staff member.
5. Should only function under the direct supervision of authorized school staff.
6. Volunteers will conduct themselves in a professional manner and comply with all Board policies, school rules and directions from school personnel.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check. All fees and costs associated with the required background investigations and criminal records checks for designated volunteers will be at the expense of the volunteer unless otherwise determined by the Board and/or designee.

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**VOLUNTEERS  
(continued)**

Designated volunteers will be reimbursed for the cost associated with the background check after performing (6) six volunteer hours.

Volunteers 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.

Reference: Regulation IJOC-R – Volunteers Regulations – Review Date: 06/05/19

**Legal References:**

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

Proposed: 05/14/08	NHSBA Review: 01/23/14
Adopted: 10/08/08	Reviewed: 09/14/11
Proposed: 06/21/17	Reviewed: 06/19/19
Adopted: 08/23/17	