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Pittsfield School District

SCHOOL VOLUNTEERS

The district recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The superintendent 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 are required to undergo a background investigation and a criminal records check. “Designated volunteer” means any volunteer who:

- Comes in direct contact with students on a daily basis;
- Meets regularly with students;
- Meets with students on a one-to-one basis;
- Any other volunteer so designated by the Board or superintendent.

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

Volunteer Application and Selection. Persons wishing to volunteer in the district are to contact the Dean of Operations directly, describing their skills, interests, and availability. Volunteer selection will be based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff members may request volunteers through administrative channels for selected activities and as resource persons. Assignment shall be made by the dean of operations or designee.

Volunteers are provided with appropriate training consistent with their tasks and existing district standards. This training is developed under the leadership of the dean of operations. A volunteer may be asked to terminate his/her services when circumstances in the judgment of the dean of operations necessitate termination.

Volunteer Duties. Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services are rendered only under the supervision of certified staff.

All volunteers are required to sign a confidentiality agreement (see below) and must refrain from discussing the performance or actions of students, except with the student’s teacher, counselor, dean, or other district employee who has a legitimate educational purpose for discussing such information.

Pittsfield School District Volunteer Confidentiality Agreement

While performing volunteer services for the Pittsfield School District, I understand that I am bound by laws and policies which protect the privacy of student information to which I am given access. I agree to keep this information in the strictest confidence and recognize that the failure to do so may result in my being denied the opportunity to volunteer.

Signature of Volunteer

Date

Signature of School Administrator

Date

Volunteer assignments are limited to assisting staff members with duties, such as routine supervisory, tutorial, clerical, housekeeping, and material preparation tasks. Assignment are limited to situations that may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

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

Volunteers are required to 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.

Volunteers will receive an orientation to their assignment to include (1) general role responsibilities; (2) information about school facilities, routines, and procedures, including safety protocols; (3) work schedule and location of assignment; and (4) expected relationship to regular staff. The orientation will be developed under the leadership of the dean of instruction, dean of operations, or other building level administrator, depending on the volunteer assignment.

Coaching. Volunteer coaches of individual sports must comply with regulations and standards set by the New Hampshire Interscholastic Athletic Association.

Reading: January 5, 2006
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Amended: November 6, 2014
Amended: October 4, 2018