

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 shall clearly explain the volunteer's responsibility.

The Superintendent shall be 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 a District volunteer coordinator.

The voluntary help of 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.

Volunteers shall:

- A. Complete an application form describing their skills, interests and availability.
- B. 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.
- C. 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 certificate staff.
- 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. Refer any student problem which arises, whether of an instructional, medical or operational nature, to a certified staff member.
- F. 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 assigned staff.
- G. 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 in consultation with the volunteer coordinator.
- H. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:

1. Bulletin boards;
 2. Preparation of materials for art, science, math classes;
 3. Clerical duties including word processing, photocopying, assembling booklets, newsletters and related activities, student lunchroom counts and attendance and class records;
 4. Clean-up activities;
 5. Library and audio visual duties;
 6. Instructional activities appropriate to the volunteer's training and classroom needs, such as monitoring math assignments, listening to oral reading, and others;
 7. Assistance with vision and hearing testing and approved medical surveys;
 8. School activities supervision and playground supervision with at least one staff member.
- I. Be evaluated and receive acknowledgment for their services.
- J. 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.

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

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

See Policy IJOC

First Reading:	October 22, 2013
Second Reading:	November 12, 2013
Adopted:	November 12, 2013

VOLUNTEERS – CONFIDENTIALITY AGREEMENT

Volunteer Confidentiality Agreement

While performing volunteer services for the Lincoln Woodstock Cooperative School District, I understand that I am bound by laws and policies which protect the privacy of student information I am given access to. 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 District designee
(Principal, Superintendent, etc.)

Date