

## Volunteers

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The Portsmouth School Department recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens.

Volunteers serve in the capacity of assistants and shall not be assigned to any role that requires specific professional training. Instructional services shall be rendered under the supervision of certified staff.

Volunteers should receive appropriate training at the building level, consistent with their tasks and existing District standards. This training should be developed under the leadership of the principal in consultation with the professional staff member overseeing the volunteer. This shall include, but not be limited to: general responsibilities and information about school facilities, routines and procedures, including safety and evacuation and the importance of confidentiality.

All volunteers shall sign annually a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal. Principals shall cause all "designated volunteers" to undergo a background check and procedures for a criminal records check.

A volunteer may be terminated when the program and/or duties are no longer needed or in the sole judgment of the administration, his/her conduct does not meet the standards of the district.

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

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

### Designated Volunteers:

Designated volunteers will be required to undergo a background investigation and criminal records check as outlined in Policy GBDC: Background Investigation and Criminal Records "Designated volunteer" means any volunteer who

1. Meet with students on a one-on one basis;
2. Assists with any **seasonal** co-curricular or extra-curricular activity.
3. Any other volunteer so designated by the School Board or Superintendent.

### Legal Reference

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