

# PELHAM SCHOOL DISTRICT POLICY

## IJOC – VOLUNTEERS

*Category: Recommended*

***Related Policies: ABA, GBCD, GBCE & IJOA***

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers.

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.

### **Definitions**

“Volunteer” Under the Fair Labor Standards Act ("FLSA"), "volunteers" are persons who perform service (1) without promise, expectation, or receipt of compensation for the services rendered (reimbursements, and modest stipends excepted); (2) have offered their services freely and without pressure or coercion from any employer, and (3) are not otherwise employed by the District to perform the same type of services for which the individual intends to volunteer. This expansive definition includes such services whether for classroom or other student programs or activities, or for services such as committee work, chaperones, trades work, etc..

“Designated Volunteer” as used in this policy shall have the same definition as in Board policy GBCD - Background Investigation and Criminal Records Check. Before a person may volunteer in a position or perform a function falling within the definition of Designated Volunteer, such person must undergo a background investigation and criminal history records check as described in policy GBCD. Additionally, as required by RSA 189:13-a, XII and policy GBCE, all Designated Volunteers must receive training and information relative to child abuse prevention and any additional training required by law or policy.

Volunteers are to:

1. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district that has a legitimate educational purpose for discussing such information and completes a confidentiality agreement.
2. Function only under direct supervision of a school employee.
3. Serve in the capacity of helpers and not be assigned to roles that require specific professional training.
4. Refer any student problem, which arises, whether of an instructional, medical, or operational nature, to a staff member.
5. Receive an orientation, including general job responsibilities and limitations, information about school facilities, routines, and procedures including safety and evaluation, work schedule and place of work, and expected relationship to staff.
6. 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 or designee.

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7. Recognize they may be asked to terminate his/her services when circumstances in the judgment of the administrator necessitate.
8. Receive acknowledgment for their services.

*Appendix: IJOC-R*

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### **District Policy History:**

*Adopted: August 9, 2006*

*Revised: December 15, 2021*

*Revised: October 19, 2022*

### **Legal References:**

*RSA 189:13-a, School Employee and Volunteer Criminal History Records Check*

*29 U.S.C. 201-219, Fair Labor Standards Act*

*29 C.F.R. § 553.101, "Volunteer" defined (state and local governments).*

*RSA 193:40, Prohibition on Teaching Discrimination*

*RSA 354-A:32, Prohibition on the Content of Government Programs and Speech*

*RSA 508:17, Volunteers; Nonprofit Organizations; Liability Limited.*