

Volunteer Policy - approved 5/18/17

The MicroSociety Academy Charter School recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and community members/partners.. In working with volunteers, a school staff shall clearly explain the volunteer's responsibility.

The Director is 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 the Director or his/her designee.

The voluntary help of parents and community members 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 will be expected to understand school rules and conduct themselves with students and staff in a respectful, positive, non-discriminatory manner consistent with MACS mission and policies.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Director.

Designated volunteers are subject to a Background Investigation and Criminal Records Check and will be required to pay any fees associated.

Volunteer Duties

- A. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- B. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Director. This includes, but not limited to, discussing staff and students' classroom activities with others outside of school and via social media.
- C. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- D. Receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; and (3) expected relationship to regular staff.

E. Receive appropriate training at the school, consistent with their tasks and existing school standards. This training shall be developed under the leadership of the administration.

G. The school employee with whom the volunteer is working is should have assignments and activities clearly defined and explained

H. 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 school.

Coaches/Club Advisors

Volunteer coaches/advisors of individual sports and/or activities: 1. Have a criminal background and records check conducted prior to starting coaching/advising duties. 2. must be certified or have experience in that sport/activity, as approved by the Director.

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

Legal Reference:

RSA [189:13-a](#), School Employee Volunteer Background Investigations