

Policy IJOC-R
School Volunteers Procedures
School Board Approved: July 20, 2026

Volunteers are an important component to the success of our schools. However, for the safety of our students and staff, all volunteers will be required to complete a Volunteer Service Agreement prior to assignment in our schools. These agreements will be maintained on file in each school building and a copy will be maintained either on paper or in an electronic file at the SAU Office.

Each school will be responsible for maintaining a current list of volunteers and must monitor the frequency of the volunteer's service in the school. The list will contain the name, address, date of birth and volunteer category (coach, chaperone, classroom assistance, office assistance, etc.).

The district has two classifications for volunteer service.

Supervised Volunteers

Supervised volunteers are defined as:

- Visit the school infrequently (less than once per month)
- Serve during the school day within the school building
- Always supervised by a district employee

Designated Volunteers

Designated volunteers are defined as:

- Serve on an on-going basis - more than once per month
- Routine classroom volunteer
- Chaperones for field trip and off-campus events
- Provide direct services to students
- Have duties involving one-to-one contact with students including, but not limited to:
 - Tutors
 - Coaching Assistants

Criminal History Record Check

All Designated Volunteers will be required to complete the Criminal History Record Check process (See Policy GBCD and GBCD-R). Upon submission of the required forms, Designated Volunteers will be allowed to serve contingent upon satisfactory results from criminal history record check with the exclusion of chaperoning for field trips and off-campus events.

Volunteer Service Agreements

All volunteers are required to complete an electronic service agreement each year. Volunteers serving in more than one school will be required to indicate each location on their service agreement. The approved volunteer period shall not exceed one school year plus the end of the September of the following school year.

Volunteers may be requested to complete their service agreements within a specified time frame for orderly assignment of volunteers and to allow sufficient time for Criminal History Record Checks for Designated Volunteers.

Volunteer Service Agreements will be maintained in the school for a period of one year following the end of service date. Service Agreements for Designated Volunteers will be forwarded to the related building Administrator or District Director. The proposed Designated Volunteer will receive instructions to initiate the Criminal History Record Check process.

Volunteer Confidentiality Agreement

The volunteer will complete all required questions on the Volunteer Service Agreement. They shall sign and date the form which is then delivered (electronically) to the appropriate approver. The Agreement shall include the following language (which may, from time to time, be updated at the advice of legal counsel).

In performing the specified volunteer service, I acknowledge:

- that I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- that I assume full responsibility for my own safety and the safety of others who might be affected by my actions or omissions. I hereby agree to release, defend, indemnify and hold harmless the Jaffrey-Rindge Cooperative School District, its agents, employees, and officers, from any and all claims of illness, bodily injury, personal injury, or property damage, occurring to me or to others, arising from my negligent, reckless, wanton or intentional conduct while participating in this activity.
- that I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Jaffrey-Rindge Cooperative School District, and understand that district officials have the right to suspend or terminate service;
- that I will not interrupt or disturb classrooms or teachers while I am here to volunteer. If I need to speak to a teacher, I will follow procedure and schedule an appointment;
- that I agree to maintain the privacy and confidentiality of student information; shall comply with FERPA and all district policies, procedures and rules; will not repeat any/all conversations that I may hear in regard to any student; and
- certify that I have never been convicted of a criminal offense and have never been arrested for any offense involving sexual misconduct or moral turpitude.

District Policy History:

First reading/adopted: July 20, 2026

District revision history: Approved June 18, 2018, Revised July 21, 2025