

Background Investigation

The Superintendent, or their designee, shall conduct a thorough investigation, which includes checking personal references, and other applicable background, of any person who volunteers in the district. This investigation shall be completed prior to accepting the volunteer to serve in the district.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations, which have been done.

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a volunteer application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration as a volunteer or immediate cancellation of their volunteer position.

Volunteer Types:

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 are defined as:

Serve on an on-going basis – more than once per month
Routine classroom volunteer
Chaperones for field trips and off-campus events
Provide direct services to students
Have duties involving one-to-one contact with students including but not limited to tutors and coaching assistants.

Criminal History Records Check

Every Designated Volunteer applicant with the District, as defined above, must submit to a State and FBI Criminal History Records Check.

The Superintendent is responsible for establishing all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal History Records Check.

Conditional Acceptance of the Designated Volunteer

Once the background check has been completed, the Designated Volunteer may be conditionally accepted, subject to successful completion of the Criminal History Records Check. No person shall receive a final acceptance until the Criminal History Records Check has been completed and the results are determined to be satisfactory to the District.

Final Acceptance of the Designated Volunteer

A person who has been conditionally accepted as a Designated Volunteer may be extended a final Acceptance as a Designated Volunteer upon the completion of a Criminal History Records Check, which is satisfactory to the District. A person who has been conditionally accepted as a Designated

Volunteer whose Criminal History Records Check is pending may not be a chaperone for a field trip or attend off-campus events.

No person who has been conditionally accepted as a Designated Volunteer shall be extended a final Acceptance as a Designated Volunteer if such person has been charged pending disposition or convicted of the following offenses, as referenced in RSA 189:13-a V.:

- murders
- child pornography
- aggravated felonious sexual assault
- felonious sexual assault
- kidnapping
- manufacturing, selling, administering, dispensing or distributing any controlled substance(s).
- sexual misconduct within an education setting in this State; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed above, a person may be denied an Acceptance as a Designated Volunteer if he/she has been convicted of ANY felony. The Superintendent, on a case-by-case basis, will make such determination.

Designated Volunteers

Designated volunteers may be allowed to begin providing services once the Criminal History Record Check process has been initiated. However, if the results indicate that a Designated Volunteer has been charged pending disposition or convicted of any of the felonies listed above, the Superintendent shall immediately, within 24 hours excluding weekends and holidays, terminate the services of the Designated Volunteer. In addition to the felonies listed above, a Designated Volunteer's services may be terminated if he/she has been convicted of ANY felony. The Superintendent, on a case-by-case basis, will make such determination.

Only Approved Designated Volunteers, whose attendance has been requested by the school or district administration, may attend off-campus events or attend field trips. No other volunteer of any status, or any other person may attend the event or field trip.

Rejection or Revocation of Volunteer Status

Volunteers serve at the discretion of the Superintendent, and their designees (including building Administrators and district Directors). The Superintendent and their designees may reject a volunteer application or revoke a previously accepted volunteer.

Costs for Criminal History Record Check

Any designated volunteer for whom the Board requires a Criminal History Record Check shall not be charged fees and costs associated with the submission of the Criminal History Record Check process, unless otherwise determined by the Board.

Additional Criminal History Records Checks

The Board may require a Criminal History Records Check on any volunteer at any time.

District Policy History:

First reading: July 7, 2025

Second reading/adopted: July 21, 2025

District revision history: Approved June 18, 2018

Legal References:

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

NH Code of Administrative Rules, Section Ed. 303.01 (a), Substantive Duties of School Boards