

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 by Human Resources 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
  - Coaches

### **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.

### **Volunteer Service Agreements**

All volunteers are required to complete a service agreement. Volunteers serving in more than one school will be required to complete an agreement for each location. The approved volunteer period shall not exceed one school year.

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 Human Resources to initiate the Criminal History Record Check process.

**Volunteer Confidentiality Agreement**

While performing volunteer services for the Jaffrey-Rindge Cooperative School District, I understand that I am bound by laws and policies which protect the privacy of student information I am given access to. I agree to keep this information in the strictest confidence and recognize that the failure to do so may result in my being denied the opportunity to volunteer.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District designee  
(Principal, Superintendent, etc.)

\_\_\_\_\_  
Date