

MC² recognizes the valuable contributions made by volunteer assistance of parents and other citizens. The Executive Director is responsible for developing and implementing procedures for the selection and utilization of volunteers. MC² employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

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 routine 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 Executive Director.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

Volunteer Application & Selection

Persons wishing to volunteer at MC² should complete a Volunteer Application form describing their skills, interests, and availability. Such forms will be made available at MC² and online.

Volunteer selection shall be made based on the qualifications and availability of the volunteer. Staff should request volunteers through administrative channels for selected activities and as resource persons. Assignment shall be made by the Executive Director or designee.

Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing MC² standards. This training shall be developed under the leadership of the Executive Director or designee.

A volunteer may be asked to terminate their services when circumstances in the judgment of an administrator necessitate termination.

Volunteer Duties

Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement, when applicable, and volunteer agreement and shall refrain from discussing the performance or actions of a student except with the student's teacher or counselor, the Executive Director, or a school district who has a legitimate educational purpose for discussing such information. Refer to the confidentiality agreement JOA-E and volunteer agreement form IJOC-E.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical, or operational nature.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing MC² standards. This training shall be developed under the leadership of the Executive Director in consultation with the volunteer coordinator.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with all other regulations and standards as set by NHIAA.

Legal References:

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

Revision Status:

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