

## **IJOC - VOLUNTEERS**

*See also ABA, GBCD*

The Charter School welcomes the valuable contribution made by volunteer assistance of parents and other citizens. Faculty and staff who desire the assistance of a volunteer may choose one from an approved list at will.

### **Designated Volunteers**

Designated volunteers will be required to undergo a background check if they are going to volunteer during school hours or at a school sanctioned event.

### **Volunteer Duties**

All volunteers will sign a confidentiality agreement and shall refrain from discussing the performance or actions of a student except with the student's teacher, school guidance counselor, or Dean.

The Confidentiality Agreement is included as Appendix IJOC-R.

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 orientation, including: (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evacuation.

### **Legal References:**

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

*Appendix: IJOC-R*

Revised: April 2011

Revised: November 1999, July 2004, August 2007

**TFA Policy Committee Approved: May 14, 2015**

**TFA Board Approved: 6/17/15**

**Amended: 7/10/19**

## **IJOC-R VOLUNTEERS – CONFIDENTIALITY AGREEMENT**

While performing volunteer services for the Charter School, I understand that I am bound by laws and policies which protect the privacy of student information I am given access to, intentionally or unintentionally. 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 continue as a volunteer.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Charter School designee  
(Dean, Business Manager, etc.)

\_\_\_\_\_  
Date

Appendix revised: May 15th, 2015