HOOKSETT SCHOOL DISTRICT
VOLUNTEERS

The Hooksett School District welcomes and values contributions made to the school program by the volunteer efforts of parents and other citizens. The voluntary help of citizens should be requested by school staff using appropriate administrative procedures. The Superintendent/designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The assignment of volunteers will be consistent with those policies and procedures under the direction of the Principal/designee.

Volunteers assist the school in many roles, including, but not limited to, clerical assistance for teachers, field trip chaperones, presenters, assistant coaches, advisors to enrichment activities, and assisting in large group supervision. In whatever capacity, the Principal/designee will provide appropriate orientation to the volunteers. This orientation shall include a description of role expectations, information about safety, evacuation, confidentiality, and the expected relationship to staff and students. Whenever possible, volunteers should function under the supervision of a school employee.

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 daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Has unsupervised access to the school building as a whole;
5. Any other volunteer so designated by the School Board or Superintendent.

Said record checks will be funded by the District and shall be required during the initial stages of volunteer service.

Registered sex offenders will not be allowed to be a school volunteer.

Adopted: January 2, 2001
Revised: February 19, 2008
Revised: September 16, 2008
Revised: May 3, 2011
Revised: November 21, 2017

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