



Designated Volunteers Policy (revised)

Effective Date: Voted and Approved by BOT on 3/16/24

Purpose

This policy outlines the definition and guidelines of designated school volunteers at Gathering Waters Chartered Public School (GWPCS).

Scope

This policy applies to Designated Volunteers of GWPCS.

Designated Volunteer Definition

Gathering Waters Chartered Public School welcomes the valuable contribution made by volunteer assistance of parents and other citizens.

Designated Volunteers are defined as a volunteer who:

- comes in direct contact with students on a daily basis
- meets regularly with students
- meets with students on a one-on-one basis
- serves as a student athletic or academic volunteer coach
- serves as a volunteer mentor to students
- drives or chaperones students during a school field trip
- any other volunteer so designated by the School Board or Principal

Approval Process and Training

Anyone wishing to be a Designated Volunteer at GWPCS will complete a Volunteer Information form and Confidentiality Agreement. Such forms will be made available at the Business Office and on the school website.

Designated Volunteers will be required to undergo a criminal history records check as described below and any other applicable background check deemed necessary prior to any volunteer work.

Designated Volunteers shall be provided appropriate training at the school building consistent with their tasks, applicable laws, and school policies. This training shall be coordinated under the leadership of the principal, an administration member, or a faculty or staff member.

The training may include:

- general job responsibilities
- information about school facilities, routines, and procedures, including safety
- work schedule and place of work

- expected relationship to regular staff
- information on non-discrimination
- prohibition against teaching or advocating discriminatory concepts

Designated Volunteer selection shall be made based on qualifications and availability. Assignments shall be made by the administrator, faculty, or staff member responsible for that program, or the appointing authority in the event of a committee.

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

A Designated Volunteer may be terminated, without notice, at any time when circumstances in the judgment of the supervising administrator warrant termination.

Background Checks

Designated Volunteers are subject to the following background checks:

- **Criminal History Records Check (REQUIRED)** – Identifies potential felony and misdemeanor criminal history records by searching county court records in the requested jurisdiction(s) that correspond to the designated volunteer's address history. Fingerprints are required with the submission of the release form.
- **Federal Bureau of Investigation Check** – FBI checks identify whether a candidate has a history of federal crimes, which are prosecuted in the United States District Courts and generally include incidents that violate federal law or occur on federal property.
- **National Sex Offender Registry Check** – Expands the sex offender search by utilizing the National Sex Offender Public Website, which searches sex offender registries of all 50 states, the District of Columbia, Puerto Rico, Guam and many U.S. tribes.
- **MVR Check** – Provides driving records from the state in which the individual driver is licensed (state of record). Reports the status of the individual's driver's license, license type, endorsements, restrictions, driving violations, suspensions and revocations.

Background checks performed at another institution or place of employment are not acceptable, and a new background check must be performed by GWCPs. In addition, any designated volunteer that has not performed volunteer activities in 12 months, must undergo and successfully complete a new criminal history records check prior to providing any volunteer work. GWCPs does not cover the expenses for the completion of criminal history records checks and fingerprints.

Any individuals with the following convicted felonies will be revoked from volunteer work:

- Capital Murder
- First Degree Murder
- Second Degree Murder
- Manslaughter
- Aggravated Felonious Sexual Assault
- Felonious Sexual Assault

- Sexual Assault
- Kidnapping
- Incest
- Endangering Welfare of Child or Incompetent
- Indecent Exposure and Lewdness
- Prostitution and Related Offenses
- Possession of Child Sexual Abuse Images
- Computer Pornography Prohibited
- Certain Uses of Computer Services Prohibited
- Or any violation or any attempted violation of RSA 650:2 (Prohibited Obscenity) where the act involves a child in material deemed obscene; in this state, or under any statute prohibiting the same conduct in another state, territory, or possession of the United States, shall not be hired by a school administrative unit, school district, or charter school.

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