



The Birches Academy of Academics and Art Volunteer Policy

The Birches Academy recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Dean of School is responsible for developing and implementing procedures for the selection and utilization of volunteers. Birches Academy employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

Designated Volunteers

“Designated Volunteer” means any volunteer who:

1. Meets unsupervised with students;
2. Meets with students on a one-on-one basis;
3. Attends an overnight field trip;
4. Any other volunteer so designated by the Dean of School

Designated volunteers are subject to Background Investigation and Criminal Records Check.

Additionally, since Designated Volunteers work closely with students in various capacities, they will be asked to assist with The Birches Academy’s efforts to prevent bullying. Designated Volunteers will be required to undergo a brief training on identifying evidence of bullying and, in accordance with The Birches Academy’s anti-bullying policy must report any evidence of bullying to a school administrator.

Volunteer Application, Selection and Training

Persons wishing to volunteer at The Birches Academy should make their request to the Dean of School. The Volunteer Handbook will be made available at the Dean of School’s office.

Volunteer selection shall be made based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Assignment shall be made by the Dean of School or designee.

Volunteers shall be provided appropriate training consistent with their tasks and school standards. This training shall be developed under the leadership of the Dean of School. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.



Volunteers will receive orientation, including: (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

Volunteers will receive appropriate training, consistent with their tasks and existing Birches Academy standards. This training shall be developed under the leadership of the Dean of School in consultation with the volunteer coordinator.

A volunteer may be asked to terminate his/her services when circumstances in the judgment of the 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 a Birches teacher or designated staff member.

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, Dean of School, or other Birches employee who has a legitimate educational purpose for discussing such information. The Confidentiality Agreement is included in the Volunteer Handbook.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. For Regular volunteers, assignments shall be limited to situations that will be supervised by a certified staff person. For Designated volunteers, assignments may include situations that will not be directly supervised by a certified staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

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

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