

## 9180 SCHOOL VOLUNTEERS

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school district.

An unpaid volunteer, except for a volunteer athletic coach, is not required to complete a criminal history record check. A volunteer athletic coach or co-curricular activity advisor/assistant shall be approved by the Board in accordance with the provisions of Board Policy No. 9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants and Board Policy No. 2431 – Athletic Competition.

The Principal or designee shall be responsible for the recruitment and screening of volunteers and may delegate the assignment of volunteers to specific tasks.

Volunteers must be persons of known character, responsibility, and integrity. Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the district or the school as determined by the Superintendent or the Principal.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member employed by the Board;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity and only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;



# POLICY

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6. Volunteers **must** exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.
9. Volunteers working inside who will be in contact with pupils at least twenty hours per month must be tested for tuberculosis according to Department of Health guidelines.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 7 December 2009

Revised: 6 February 2012

