

REVISION: For first reading

POLICY

Upper Freehold Regional Board of Education

Section: Community
9180. SCHOOL VOLUNTEERS
Date Created: February, 2004
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9180- SCHOOL VOLUNTEERS

The Board of Education recognizes that the services of community 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 directs the institution of a program for the utilization of volunteer services in grades kindergarten through twelve.

An unpaid volunteer serving the district for **12** hours or more is required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities on a “regular basis” throughout the school year.

For the purpose of this Policy, “regular basis” means volunteering services more than **12** hours during a school year.

For the purpose of this Policy, a “volunteer” is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities less than 12 hours during the school year.

The Superintendent or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks and must submit their names for Board approval.

Volunteers must be persons of known character, responsibility, and integrity

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

The Superintendent shall prepare and promulgate rules of conduct for school volunteers. Each school volunteer shall be given a copy of this policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of a teaching staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only teaching 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;
6. Volunteers should exercise discretion in discussing their school activities with others in the community;
7. Volunteers may consult with the Principal regarding their duties and responsibilities;
8. Volunteers shall receive no financial remuneration from the Board.

~~Volunteers shall be accepted by and serve at the discretion of the Superintendent and be under the supervision of a certified staff member.~~

~~Volunteers carrying out prescribed functions under the supervision of designated certificated staff members shall be covered by the Board's liability insurance policy. All volunteers must sign a service contract and adhere to the responsibilities specified thereof. All volunteer positions that involve contact with pupils require a State and Federal criminal background check.~~

~~Unpaid volunteers working more than 25 hours per year must have a current federal history criminal background check and be fingerprinted by Sagem Morpho. The district will reimburse the volunteer for the reduced fee per the Sagem Morpho fee schedule.~~

~~The Superintendent or designee will keep on file information on all volunteers, and documentation that requirement of law have been fulfilled.~~

~~The Superintendent shall report periodically to the Board on the number of volunteers~~

~~serving in the schools of the district, the duties performed by volunteers, and the number of volunteer hours served, by school.~~

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

Adopted: 18 February 2004

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