

### VOLUNTEERS

#### Volunteer Opportunities

Volunteer opportunities to which a volunteer may be assigned include, but need not be limited to, the following:

- A. Administrative assistance with accumulation, duplicating or organizing materials;
- B. Helping with classroom activities and events;
- C. Helping children put on and remove outerwear and boots;
- D. Assisting with the school library/media center program;
- E. Assisting students with assignments including organizing and locating information in the library or on the internet;
- F. Assisting with the school lunch program and wellness and nutrition programs;
- G. Assisting With Violence Awareness Week;

#### General Rules

All individuals permitted to volunteer on occasion or on a regular basis shall be required to exhibit professional conduct and respect the individuality, dignity and worth of each student as well as school staff. The following rules shall apply to school volunteers:

- A. A formal application may be required for certain volunteer positions;
- B. All volunteers including athletic coaches and volunteer extracurricular curricular activity advisors/assistants shall respect the individuality, dignity and worth of each student;
- C. Volunteers may serve only under the direction and supervision of an assigned staff member. Volunteer coaches or teaching assistants shall consult with the athletic head coach or supervising teacher regarding any matters or questions pertaining to their duties and responsibilities;
- D. Volunteers shall sign in and out in the main office according to Board policy and regulation 9150 School Visitors, unless exempt from this requirement by the principal (volunteers with regularly scheduled assignments may be exempted by the principal);
- E. Volunteers shall obey all Board policies and procedures for appropriate conduct;

- F. Volunteers shall receive clear directions regarding their duties and responsibilities from the staff member to whom they are assigned and perform no service outside those duties;
- G. Volunteers shall remain in their place of assignment and shall not converse with staff or students, or wander the school or grounds unless authorized to do so by the supervising staff member;
- H. Volunteers shall to be instructed on issues of student confidentiality, school safety and security rules and reporting requirements for incidents of harassment intimidation and bullying of student;
- I. Volunteers shall exercise discretion in disclosing any confidential student matters he/she becomes aware of as a result of their volunteer responsibilities;
- J. Volunteers shall not have access to student records;
- K. Volunteer athletic coaches and extracurricular activity advisors/assistants and other volunteers as determined by the principal who have regular ongoing volunteer positions with regular contact with students shall:
  - 1. Complete a criminal background check/fingerprinting in accordance with N.J.S.A. 18A:6-7.1. The Board shall reimburse the applicant for the cost of the background check;
  - 2. Provide documentation of required immunizations (Mantoux test);
- L. At the principal's discretion, a request to volunteer may be accepted or denied, and/or the volunteer may be retained or their services terminated;
- M. Volunteers may be immediately relieved of their volunteer responsibilities, with or without cause, by the principal. The Principal shall report any such action to the Superintendent;
- N. The Superintendent shall report any action relieving a regular volunteer coach and/or coaching or teaching assistant to the Board at the next Board meeting following relief of duties;
- O. The Principal or his or her designee shall be responsible for establishing necessary procedures, forms, etc. not specifically identified here.

Board members shall consult with the Board attorney regarding the possibility of a conflict of interest in violation of the School Ethics Act prior to volunteering on a regular basis in any position involving leadership activities such as assistant coaching or as extracurricular activity leader.

All volunteers shall be notified of the district policy 5512 Harassment, Intimidation and Bullying and shall be notified of the required reporting protocols.

The Board encourages faculty members to avail themselves of the services offered by the volunteers.

Adopted:	March 26, 2012
Revised:	May 11/2015
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