9180 COMMUNITY 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, as defined below, shall be 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 10 occasions 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 10 (same as above) occasions during the school year.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a "volunteer" for the purpose of this Policy.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.

The **Principal 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.

Each school volunteer **may** be given a copy of this **P**olicy 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**n appropriately certified or licensed** 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 **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;

6. Volunteers should 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.

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

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