

Regulation

VOLUNTEERS

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. Volunteers may serve only under the direction and supervision of a supervising staff member. Volunteer coaches or teaching assistants shall consult with the athletic director/head coach or supervising teacher regarding any matters or questions pertaining to their duties and responsibilities;
- C. Volunteers shall sign in and out in the main office according to board policy and regulation 1250 Visitors, unless exempt from this requirement by the principal (volunteers with regularly scheduled assignments may be exempted by the principal);
- D. Volunteers shall obey all board policies and procedures for appropriate conduct;
- E. 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;
- F. 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;
- G. 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;
- H. Volunteers shall exercise discretion in disclosing any confidential student matters he/she becomes aware of as a result of their volunteer responsibilities;
- I. Volunteers shall not have access to student records;
- J. Volunteer assignments requiring regular contact with the students during the school day or at regular school activities shall be approved by the principal. "Regular contact" is defined as 20 hours or more per month. Volunteers serving in the classroom on a regular basis or as an athletic coach or coaching assistant will be required to:
 - 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. Sign a waiver for workers compensation;
 - 3. Provide documentation of required immunizations (Mantoux test);
- K. 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;
- L. 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 chief school administrator;
- M. The chief school administrator 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;

VOLUNTEERS (regulation continued)

- N. 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 5131.1 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:	January 20, 2005
NJSBA Review/Update:	May 2015
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