

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 is not required to complete a criminal history record check. A volunteer shall be approved by the Board. The Board establishes both Level 1 and Level 2 volunteers. As noted below, the Principal shall be responsible for the recruitment and screening of all volunteers and shall provide specific information about school procedures and protocols. A Level 2 volunteer shall also receive specific training as established by the school district prior to serving in that role. Level 1 volunteers include: room parents, class readers, PTO event staff, special events, guest speakers, and others as determined by the administration. Level 2 volunteers include those volunteers who serve on field trips, overnight trips, small group facilitators, and others as may be established by the school administrator.

The Principal or designee shall be responsible for the recruitment and screening of both Level 1 and Level 2 volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.

During a health-related pandemic or recovery, visitors/volunteers will not be permitted in the schools unless the Superintendent, Principal, or designee determines the visitor/volunteer is allowed. If permitted to enter the schools, the visitor/volunteer must follow all protocols in place at the time, including any screening or exposure questions, or temperature check. The visitor/volunteer must wear a mask while on campus unless doing so would be detrimental to the visitor's health, the visitor is under the age of two, or for other reasons listed in guidance.

Volunteers must be persons of known character, responsibility, and integrity and must reside in the school district unless authorized by the Superintendent.

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 students.

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 an 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 student 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

Adopted: 17 September 1990
Revised: 21 January 2015
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