

Regulation

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 1200R

SCHOOL VOLUNTEERS

Community assistance is solicited in many forms. Room parents, activity supervisors, field trip chaperones, readers with young children and transportation to special events are a few examples of the many forms of assistance community members may make to the schools.

School volunteers shall function under the supervision of approved board employees to provide significant supplemental services to the teaching and learning processes. Volunteers shall have no role in educational planning, decision-making, or direct instruction, nor shall they have access to student records. They will however, be requested to assist with activities which are supportive, reinforcing, or enriching in nature.

School volunteer services shall be directed toward improving school efficiency and effectiveness, and enhancing the learning environment for students. School volunteers shall not be considered as employees and shall serve without remuneration from the board and without benefits accorded actual employees.

Selection Criteria

Volunteers Age 18 and Over

School volunteers shall:

- A. Be of adult age and maturity;
- B. Possess patience, empathy, and a sincere desire to help others;
- C. Be persons of known character, responsibility and integrity;
- D. Be willing to undergo a criminal history review by the State of New Jersey, if so requested. The Board of Education will reimburse the volunteer for this expense upon notification of approval by the State of New Jersey.
- E. A volunteer must submit proof of a Mantoux intradermal tuberculin test (within the previous 6 months) or receive testing if he/she works indoors or has contact with pupils for at least 20 hours per month;
- F. Have sufficient available time for learning the role and responsibilities of a school volunteer and a positive service contribution to students and program;
- G. Fulfill other qualifications deemed by the administration to be appropriate to specific tasks and student needs.

- H. Volunteers for sporting events and practices may serve only under the direction and supervision of the Head Coach.
- I. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
- J. Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts;
- K. Volunteers shall respect the individuality, dignity, and worth of each child;
- L. Volunteers are not permitted access to pupil records;
- M. Volunteers may consult with the Principal regarding their duties and responsibilities;
- N. Volunteers shall receive no financial remuneration from the Board.
- O. A volunteer should perform no duties other than those expressly assigned him/her.
- P. A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.
- Q. A volunteer must not seek access to records about an individual pupil. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.
- R. A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion.

School volunteers in classrooms longer than four weeks or on any overnight trip may be required to have a criminal background check and be fingerprinted at district's expense, sign a waiver for workers' compensation and provide documentation that a Mantoux test has been administered.

Volunteers under the age of 18

School volunteers shall:

- A. Display an appropriate level of maturity as determined by the principal or head coach
- B. Possess patience, empathy, and a sincere desire to help others;
- C. Be persons of known character, responsibility and integrity;
- D. Be willing to undergo a criminal history review by the State of New Jersey, if so requested. The Board of Education will reimburse the volunteer for this expense upon notification of approval by the State of New Jersey.

- E. A volunteer must submit proof of a Mantoux intradermal tuberculin test (within the previous 6 months) or receive testing if he/she works indoors or has contact with pupils for at least 20 hours per month;
- F. Have sufficient available time for learning the role and responsibilities of a school volunteer and a positive service contribution to students and program;
- G. Fulfill other qualifications deemed by the administration to be appropriate to specific tasks and student needs.
- H. Volunteers may serve only under the direction and supervision of the Head Coach.
- I. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
- J. Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts;
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- N. Volunteers shall receive no financial remuneration from the Board.
- O. A volunteer should perform no duties other than those expressly assigned him/her.
- P. A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.
- Q. A volunteer must not seek access to records about an individual pupil. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.
- R. A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion.

School volunteers in classrooms longer than four weeks or on any overnight trip may be required to have a criminal background check and be fingerprinted at district's expense, sign a waiver for workers' compensation and provide documentation that a Mantoux test has been administered.

Responsibilities and Limitations

A. Each volunteer and the administration shall mutually agree upon the specific tasks and responsibilities to be undertaken. In general, school volunteers shall be expected to:

1. Respect the individuality, dignity and worth of each student, and the authority of the staff member to whom they are assigned;
2. Assist with the transporting of students;
3. Assist with the removal and application of coats, boots, etc.;
4. Prepare selected classroom learning materials (photocopying, cutting out, collating, etc.);
5. Assist with bulletin board maintenance and school decorations;
6. Assist with transitions in classroom learning activities, such as preparation for the next activity and the cleansing of tools and utensils from the previous exercise;
7. Assist with office functions of non-confidential nature;
8. Deliver messages and perform in-building errands;
9. Assist with student feeding on a voluntary basis, and only under the direct supervision of school personnel;
10. Treat with confidence all sensitive information regarding students, staff, and programs which may be obtained during volunteer activities;
11. Demonstrate reliability and punctuality with regard to accepted commitments;
12. Work directly with children only when under the supervision and physical presence of a staff member;
13. Follow all board policies and school procedures while in the educational environment.

B. School volunteers also shall:

1. Refrain from performing any task or function not addressed to this job description or for which specific training and administration approval has not been provided;
2. Refrain from any and all involvement in the toileting of students and the cleaning of toileting accidents, including equipment and locations;
3. Refrain from lifting or carrying students, except in an emergency situation when so requested by school personnel;
4. Clearly understand their duties and responsibilities, and perform no service outside those duties; if questions arise, they shall consult with the staff member to which assigned or the principal;
5. Decline requests for services which are permitted in the scope of this job description, but in which they feel themselves unsure or incapable.

Reporting

School volunteers report to the building principal or his/her designee.

Time Commitment

School volunteers shall provide services in accordance with a schedule mutually developed by each individual volunteer and the administration which conforms to school needs and volunteer availability.

Training

School volunteers shall receive a description and explanation of each task prior to initial exposure, followed by supervised, on-task training by the principal or his/her designee.

Volunteers may receive other preparation or training deemed by the administration to be appropriate to specific functions and/or student needs.

Benefits of Volunteering in Schools

Volunteers will have the opportunity to have a positive effect upon the teaching and learning processes of children with special needs.

Volunteers will have the opportunity to utilize personal skills both great and small in providing significant services to children which may not otherwise be available from other sources.

Date adopted: 4/14/14

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Date revised: 3/16/2020