

**Participation by the Public – School Volunteers/Consultants**

The Board of Education (Board) encourages volunteers and/or residents of the community who are especially qualified because of training, experience or personal characteristics to take an active part in school affairs. Such persons may be invited to act as advisors both as groups and individually in:

- A. Clarifying the general ideas and attitudes held by our residents regarding school
- B. Determining the purposes of courses of study and special services to be provided for pupils and evaluating the extent to which these purposes are being achieved by present practices
- C. Giving active assistance to the professional staff in the operation of classes and services where the Chief School Administrator (CSA) and staff deem such aid valuable
- D. Offering suggestions on a specific problem or set of closely related problems about which the Board must make a decision.
- E. Coordinating the delivery of social services to students.

Volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the Board’s liability insurance policy.

The CSA shall supervise development of programs and procedures to enlist community participation in school events and deliberations.

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 the 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. Recommended volunteers must be presented to the Board of Education for approval before they may be utilized.

**School volunteers shall also:**

- A. 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.
- B. 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 with the principal.
- C. Decline requests for services which are permitted in the scope of this description but in which they feel themselves unsure or incapable.

**Consultants**

Are qualified individuals whom possess certain needed skill sets to enhance the experience of the students of Kittatinny Regional High School. Consultants are permitted to give basic and advanced instruction to students on a limited basis under the direct guidance of the approved coaching staff. The consulting advice can only be given on a limited basis (less than 10 contacts) and a consultant will not be considered a volunteer coach under the auspices of this policy.

**Selection Criteria**

School volunteers shall be chosen according to the following criteria:

- A. They shall be of adult age and maturity.
- B. They shall possess patience, empathy, and a sincere desire to help others.

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- C. They must pass required tuberculosis screenings if they will be in contact with pupils on a regular basis.
- D. They shall be persons of known character, responsibility and integrity.
- E. They shall be willing to complete the fingerprinting procedure for persons in regular contact with students, consistent with the intent of N.J.S.A. 18A:6-7, et seq.; if so requested. Volunteers are responsible for all costs associated with fingerprinting, background checks on becoming a substitute teacher.
- F. They shall be in good health and submit appropriate certification to that effect at time of appointment and annually thereafter.
- G. Any volunteer coach or advisor (not employed in district), i.e., wrestling, cheerleading, choreographer, etc., must have the following credentials: substitute certification and criminal back-ground check. The only exception to these requirements would be certified professional staff providing contract service to the district (i.e., School Doctor) or other certified teacher employed in other New Jersey public
- H. While under the supervision of the professional certified staff member, volunteer post-high school matriculation alumni may be used for athletic or activity demonstration purposes only, however, not beyond their five years since graduating from high school. Such demonstration sessions per athletic seasons or activity period shall be limited to not more than ten (10) sessions. Any such demonstration shall be reviewed with careful consideration given to ability and weight class or size to help ensure the safety and appropriate pairings of those participating.
- I. Have sufficient available time for learning the role and responsibilities of a school volunteer and making a positive service contribution to students and program.
- J. Fulfill other qualifications deemed by the administration to be appropriate to specific tasks and student needs.

#### **Responsibilities and Limitations**

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:

- A. Respect the individuality, dignity and worth of each student and the authority of the staff member to whom they are assigned.
- B. Assist with the transporting of students from and to buses
- C. Prepare selected classroom learning materials (photocopying, cutting out, collating, etc.).
- D. Assist with bulletin board maintenance and school decorations
- E. Assist with transitions in classroom learning activities, such as preparation for the next activity and the cleansing of tools and utensils for the previous exercise.
- F. Assist with office functions of a non-confidential nature.
- G. Assist with athletic/student activities, i.e., Project Graduation, football chains, clock operation, fund raising including the sale of food products, raffles, art auctions, play productions, make-up, dance routines, etc.

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- H. Deliver messages and perform in-building errands.
- I. Treat with confidence all sensitive information regarding students, staff, and programs which may be obtained during volunteer activities.
- J. Demonstrate reliability and punctuality with regard to accepted commitments.
- K. Work directly with children only when under the supervision and physical presence of a staff member.
- L. Follow all board policies and school procedures while in the educational environment.
- M. Participation of volunteer non-student athletes with athletes in school must be conducted with extreme caution and within the parameters of the NJSIAA Rules and Regulations.
- N. Volunteers may serve under the direction and supervision of a teaching staff member. A volunteer may not work with, teach, or coach students without a certified staff member present in the immediate area.

**REPORTS TO:**

Building principal or his/her designee.

**TIME COMMITMENT:**

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

**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.

**INSURANCE:**

School volunteers carrying out prescribed functions under the supervision of designated professional staff shall be covered by the Board of Education’s liability insurance policy.

The Board, CSA and staff shall give substantial weight to the advice that they receive from individuals and community groups interested in the school, especially those individuals and groups that have been invited or created to advise them regarding selected problems. The Board, CSA and staff shall use their own best judgment in arriving at decisions.

The CSA shall report to the public annually on all aspects of community support of the educational program.

Key Words

Community Volunteers, Volunteers, Public Participation

**Legal References**

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:10A-53 <u>et seq</u>	Establishment of School Leadership Council
	<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements

Manual for the Evaluation of Local School Districts

**CRITICAL POLICY REFERENCE MANUAL**

Monitored

File Code:

**1200**

Mandated

Adopted:

2/17/11

*Kittatinny Regional School District Policy*

Other Reasons

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Possible

- Cross References:
- \*1000/1010 Concepts and roles in community relations; goals and objectives
  - \*1120 Board of education meetings
  - 1210 Community organizations
  - \*1220 Ad hoc advisory committees
  - \*5020 Role of parents/guardians
  - \*6162.4 Community resources

\* Indicates policy is included in the Critical Policy Reference Manual

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