

Policy

PARTICIPATION BY THE PUBLIC (SCHOOL VOLUNTEERS)

The West Long Branch Board of Education recognizes that the services of community 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 directs the institution of a program for the utilization of volunteer services in grades Pre-K through 8.

The 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 advisers both in 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 students; evaluating the extent to which these purposes are being achieved by present practices;
- C. Giving active assistance to the professional staff in the actual operation of classes and services where the chief school administrator 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.

Neither the chief school administrator 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. The chief school administrator shall develop procedures to solicit community participation in school events. Such procedures shall include documentation of compliance with applicable law.

The board, chief school administrator, and the staff shall consider the input received from individuals and community groups interested in the schools, however, the board, chief school administrator, and staff shall makes decisions regarding input from volunteers that are in the best interest of the district.

The chief school administrator shall report to the public annually on the effectiveness of the above procedures.

- A. Volunteers may serve only under the direction and supervision of a teaching staff member.
- B. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties.
- C. Volunteers serve only in a support capacity; only certified staff members are responsible for educational planning and decisions and the teaching of new concepts.
- D. Volunteers shall respect the individuality, dignity and worth of each child.
- E. Volunteers are only permitted access to student records under the direction and supervision of a certified staff member.

PARTICIPATION BY THE PUBLIC (continued)

- F. Volunteers should only discuss confidential information with authorized individuals.
- G. Volunteers may consult with the principal regarding their duties and responsibilities.
- H. Volunteers shall receive no financial remuneration from the Board.
- I. Volunteers must comply with state mandated health codes and fingerprint requirements pursuant to district policy.

Adopted: January 18, 1994
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Key Words

Community Volunteers, Volunteers, Public Participation

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the performance of school districts

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.