

Swedesboro-Woolwich Board of Education

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District Regulation

9180 - SCHOOL VOLUNTEERS

Section: Community
Date Created: September 2018
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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**:

1. A formal application may be required for certain volunteer positions;
2. **Volunteers** may serve only under the direction and supervision of a supervising staff member. Volunteer Teaching Assistants or Cafeteria/Recess Lunch Aides shall consult with the supervising teacher or administrator regarding any matters or questions pertaining to their duties and responsibilities;
3. **Volunteers** shall sign in and out in the main office according to Board policy;
4. **Volunteers** shall obey all Board policies and procedures for appropriate conduct;
5. **Volunteers** shall receive clear directions regarding their duties and responsibilities from the supervising staff member to whom they are assigned and perform no service outside those duties;
6. **Volunteers** shall remain in their place of assignment and shall not converse with staff or students in other areas they are not assigned, or wander the school or grounds unless authorized to do so by the supervising staff member;
7. **Volunteers** shall not disclose any confidential student matters he/she becomes aware of as a result of their volunteer responsibilities;
8. **Volunteers** shall not have access to student records;
9. Volunteer assignments requiring consistent and 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 any volunteer assigned single position served during school operational hours that meets regularly at a minimum four times each month and/or a single assigned

activity that exceeds twenty hours or more within one month. **Volunteers** serving in the classroom on a regular basis or as a Cafeteria/Recess Lunch Aide will be required to:

- a. 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;
 - b. Sign a waiver for workers compensation;
 - c. Complete the District Volunteer Training Program 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.
10. 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 at any time;
 11. **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 Superintendent;
 12. The Superintendent shall report any action relieving a regular Cafeteria/Recess Lunch Aide or Teaching Assistant to the Board at the next Board meeting following relief of duties;
 13. 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 5512 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**.

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