

9180 SCHOOL VOLUNTEERS

The Laurel Springs Board of Education recognizes that the services of community volunteers can enrich instructional and extra-curricular programs, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community.

Volunteers must be persons of known character, responsibility and integrity. Neither the Superintendent nor Principal shall be obligated to utilize the services of a volunteer who, in their estimation, does not possess the requisite abilities or interests to serve the needs of students.

1. The certified staff member accountable for the classroom/program will be responsible for the endorsement and recommendation of a volunteer to the Principal and Superintendent for appointment.
2. Recommended volunteers must be presented to the Board for approval before they may be utilized.
3. Volunteers shall complete a district required orientation program prior to assuming duties.
4. Volunteers should clearly understand their duties and responsibilities and perform no service beyond those duties.
5. Volunteers serve only in a support capacity. All approved volunteers are authorized to supplement the work of professional staff members under whom they are assigned but are not substitutes for staff members nor are they authorized to speak formally or informally for any program in conjunction with the professional staff member responsible for the program.
6. Volunteers may serve only 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.
7. Each volunteer will be expected to have the expertise necessary to be an asset to the classroom/program.



POLICY

LAUREL SPRINGS BOARD OF EDUCATION

COMMUNITY
9180/page 2 of 2
School Volunteers

8. Volunteers shall receive no financial enumeration from the Board and/or other sources, however, volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the Board's liability insurance policy.
9. The Board of Education shall approve all volunteers except for room parents and/or classroom visitors. The Board of Education reserves the right to accept, deny, retain or terminate the services of any volunteer. This may be done through the Superintendent as the Board's authorized representative.
10. The evaluation of the work of each volunteer shall be the responsibility of the school Principal or designee.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 17 September 2014



9180.1 VOLUNTEER INSTRUCTORS FOR ENRICHMENT

The Laurel Springs Board of Education recognizes that the services of Volunteer Instructors can enrich the extra-curricular program, assist teaching staff members in the performance of their extra-curricular duties, and enhance the relationship between the school district and the community. Volunteer Instructors can also provide enrichment programs that are not able to be funded through the annual school budget.

Volunteers Instructors must be persons of known character, responsibility and integrity.

The Superintendent shall not be obligated to utilize the services of a volunteer instructor who in his/her estimation does not possess the requisite abilities or interests to service the needs of students.

1. Volunteers Instructors shall complete a district required orientation program prior to assuming duties.
2. Volunteer Instructors shall possess a valid and appropriate New Jersey educational certificate.
3. Volunteer Instructors shall submit to a background check and fingerprinting.
4. Volunteers Instructors shall clearly understand their duties and responsibilities and perform no service beyond those duties.
5. Volunteer Instructors may serve only under the direction and supervision of the Building Principal and Superintendent. A Volunteer Instructor may work with, teach, or coach students.
6. Each Volunteer Instructor will be expected to have the expertise necessary to be an asset to the activity.
7. Volunteers Instructors shall receive no financial remuneration from the Board and/or other sources; however, volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the Board's liability insurance policy.



POLICY

LAUREL SPRINGS BOARD OF EDUCATION

COMMUNITY

9180.1/page 2 of 2

Volunteer Instructors for Enrichment

8. The Board of Education shall approve all volunteers except for room parents and/or classroom visitors. The Board of Education reserves the right to accept, deny, retain or terminate the services of any Volunteer Instructor. This may be done through the Superintendent as the Board's authorized representative.
9. Volunteer instructors shall be reimbursed up to \$100 per year for expenses. The reimbursement must be verified and recommended by the Superintendent.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 17 September 2014

