



Book Policy Manual
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MOUNT LAUREL TOWNSHIP SCHOOL DISTRICT
Mount Laurel, New Jersey

FILE CODE: 1200

Policy

	Monitored
	Mandated
X	Other Reasons

VOLUNTEERS – PARTICIPATION BY THE PUBLIC

The Mount Laurel Township School District 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 the school(s) of the school district.

An unpaid volunteer, as defined below, shall be required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provision of N.J.S.A. 18A:6-7.2.

For the purpose of this policy, a 'volunteer' is a person who is not paid by the board of education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities on a 'regular basis' throughout the school year.

For the purpose of this policy, 'regular basis' means volunteering services on more than six (6) occasions during a school year.

For the purpose of this policy, a 'volunteer' is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities less than six (6) occasions during the school year.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a 'volunteer' for the purpose of this policy.

A volunteer must be approved by the board upon the recommendation of the Superintendent.

The Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for board approval.

Volunteers must be persons of known character, responsibility, and integrity and must reside in the school district.

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the need of pupils.

Each school volunteer shall be given a copy of this policy and the rules of conduct.

The following guidelines shall govern the service school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child.
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate federal and state laws;
7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the board.

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

Volunteers and/or residents of the community who are especially qualified because of training, experience, or personal characteristics are encouraged to take an active part in school affairs. Such persons may be invited to act as advisers 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; 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 pupils.

The board, chief school administrator, and the 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, chief school administrator, and staff shall use their own best judgment in arriving at decisions.

Guidelines for Volunteers

The building principal shall be responsible for the recruitment and screening of volunteers and may delegate the assignment of volunteers to specific tasks.

Volunteers must be persons of known character, responsibility and integrity. Neither the chief school administrator nor any principal shall be obligated to utilize the preferred services of a volunteer whose abilities or interests do not serve the needs of pupils.

Each school volunteer shall be given a copy of this policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

- 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 teaching 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 not permitted access to pupil records;
- F. Volunteers should exercise discretion in discussing their school activities with others in the community;
- G. Volunteers may consult with the principal regarding their duties and responsibilities;
- H. Volunteers shall receive no financial remuneration from the Board.

The chief school administrator shall recommend volunteers to the board for approval.

Key Words

Community Volunteers, Volunteers, Public Participation