



POLICY

**Haddonfield
Board of Education**

COMMUNITY

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School Volunteers

9180 SCHOOL VOLUNTEERS

The 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-Kindergarten through twelve.

The Building Principal 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 for those volunteering 10 or more hours/months.

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

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 needs of students.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of a teaching 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 teaching 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 student records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community;
7. Volunteers may consult with the Principal regarding their duties and responsibilities;
8. Volunteers shall receive no financial remuneration from the Board; and
9. Volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the Board's liability insurance policy. Community volunteers who will be in contact with students on a regular



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basis (ten or more hours per month) must pass the required tuberculosis screening and a criminal history check. The district will reimburse the volunteer for any cost involved in the screenings.

N. J. S. A. 18A: 6 – 7. L; 18A:6-7.2

BOE Revised Date: 10/20/2022
BOE Approved Date: 6/12/2019



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A. Assignments

The tasks to which volunteers may be assigned include, but need not be limited to, the following:

1. Duplicating tests and other materials;
2. Helping with classroom housekeeping;
3. Typing class materials, tests, and the like;
4. Setting up audio-visual and other instructional equipment, if qualified to do so;
5. Helping children remove and don outerwear and boots;
6. Supervising the playground;
7. Correcting workbooks, as qualified to do so and as appropriate to the sensitivity of the materials;
8. Reading aloud and telling stories;
9. Assisting with the school library program;
10. Assisting students locate material in reference works;
11. Assisting with the school lunch program;
12. Serving as chaperones on field trips; and
13. Serving as resource persons in a special subject area.

B. Rules of Conduct for Volunteers

1. A volunteer may serve only under the direction and supervision of a teaching staff member.
2. A volunteer should perform no duties other than those expressly assigned him/her.
3. A volunteer must respect the individuality, dignity, and worth of each student. A volunteer must never punish or rebuke a student.



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4. A volunteer must not seek access to records about an individual student. A volunteer must respect the confidentiality of any information gained about an individual student, by whatever means.
5. A volunteer who imparts information to students must be mindful of the age, maturity, and sensibility of those students and exercise proper care and discretion accordingly.