

VOLUNTEERS

The Ventnor School Board recognizes that the services of community and parent volunteers can enrich our educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community.

All volunteers, including community and parent volunteers, must be persons of character, responsibility and integrity. Volunteers shall respect the individuality, dignity, and worth of each child. All school volunteers shall be committed to preserving the individual's right to privacy and confidentiality and shall refrain from discussing confidential student, staff or family information obtained in the performance of the volunteer duty with members of the outside community.

The district is not obligated to utilize the services of a volunteer. 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.

The superintendent may at his/her discretion eliminate volunteer positions that are no longer necessary and/or dismiss any volunteer, who:

- A. Violates the volunteer agreement;
- B. Violates board policy; or
- C. Does not possess the requisite abilities or interest to serve the needs of pupils.

Training

Harassment, Intimidation and Bullying (HIB): Training on HIB is required for volunteers "who have significant contact with students" (NJSA 18A37-17b(1)). Regularly scheduled daily duties interacting with students (such as lunch room monitor) may constitute significant contact.

Notification of child welfare authorities: Volunteers and interns must also be made aware of the need for early detection of missing, abused or neglected children. Volunteers will be told of the State's requirement for notification of, reporting to and cooperation with the appropriate law enforcement and child welfare authorities pursuant to NJSA 18A:36-25 and NJAC 6A:16-11.1. Volunteers and interns will immediately notify designated child welfare authorities of incidents of alleged missing, abused and neglected children.

Ventnor Middle School Falcon Code of Conduct: Volunteers will become familiar with the Ventnor Middle School Falcon Code of Conduct and will act in a manner consistent with the Code. Volunteers will report any student violations of Code to the appropriate staff member.

Mandatory Training: All new volunteers must complete mandatory training on Bullying, Blood Borne Pathogens and Child Abuse.

Procedures

The following procedures and guidelines shall be followed for the assignment and supervision of volunteers:

- A. Staff members shall request the prior approval of the superintendent for any activity or program in which volunteers will be utilized. The staff member shall present a written description of the activity and of the volunteer's duties (including dates and times of service) to the superintendent prior to the proposed date of the event.

- B. Volunteers for the regularly scheduled duties (such as playground monitors and resource room helpers) may be interviewed by the supervising staff member or the superintendent.
- C. Following the interview all recommended volunteers shall be presented to the board for approval. Volunteers may not be assigned to regularly scheduled duties prior to board approval.
- D. The supervising staff member shall provide guiding information that at a minimum shall include:
 - 1. A review of the duties of the volunteer position;
 - 2. A review of school safety rules;
 - 3. A review of this policy 1200.1 Volunteers;
 - 4. A review of the board policies 5131.1 Harassment, Intimidation and Bullying; and 5141.4 Child Abuse and Neglect;
 - 5. A volunteer agreement.
- E. Once a volunteer is assigned, a written copy of the volunteer's schedule, agreement and duties will be sent to the superintendent.
- F. Volunteers must sign the volunteer agreement, which will be kept on file in the superintendent's office.
- G. Volunteers who are assigned regular weekly or monthly duties may be required by the superintendent to undergo a criminal history review by the State of New Jersey. The board of education will reimburse the volunteer for this expense upon notification of approval by the State of New Jersey.
- H. Volunteers serve only in a support capacity.
- I. Volunteers are not authorized to speak formally or informally for any program in conjunction with the paid professional staff member responsible for the program.
- J. Volunteers may only serve under the direction and supervision of an assigned staff member, and perform the duties for which they are assigned. Volunteers shall not assume other responsibilities unless approved by the superintendent.
- K. Volunteers shall not work with, teach or coach students without a certified staff member present in the immediate area.
- L. Volunteers shall sign in at the main office and report directly to their assigned position. They shall be supervised at all times and leave school grounds, or wait in the main office when their assignment is finished. Volunteers are not permitted to remain in the school building or on school property unless supervised by staff.
- M. Volunteers shall receive no financial remuneration from the board of education and/or other sources.

Approved volunteers who carry out prescribed functions under the supervision of the designated professional staff members shall be covered by the board liability insurance policy.

Date: September 16, 2015

First Reading: September 30, 2015

Second Reading/Adoption: October 28, 2015

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board
N.J.A.C. 6A:32-12.1 Reporting requirements

Cross References: *1000/1010 Concepts and roles in community relations; goals and objectives
*1120 Board of education meetings
*1200 Public participation
*1220 Ad hoc advisory committees
*5020 Role of parents/guardians
*5131.1 Harassment, intimidation and bullying
*5141.4 Child abuse and neglect
*6162.4 Community resources

*Indicates policy is included in the Critical Policy Reference Manual.

VOLUNTEER AGREEMENT

Volunteer Name: _____

Address: _____

Day Time Phone Number: _____ Evening Phone Number: _____

Cell Phone Number: _____ Email address: _____

Welcome! Your time volunteering is appreciated and is important to the students and staff of the Ventnor City Schools. We are pleased to have you complete this agreement. It is our belief that it helps to establish respect and support that all our volunteers deserve as well as to build the kind of professional atmosphere that is important in a school setting.

If you choose to be a volunteer, please read and sign this agreement so you will clearly understand the expectations of volunteers. Our goal is that your time will be enjoyable and rewarding for you, the students and the staff. Thank you for your commitment to our school!!

Sincerely,
The School Staff

Volunteer Agreement

As a volunteer:

- I agree to sign in at the main office and obtain a visitor's pass. For safety purposes, this will enable staff and students to identify me as a school volunteer.
- I understand that volunteers have the full welcoming support of the staff and that the children have been instructed to treat me with respect and address me professionally such as Ms., Mrs. or Mr. Smith.
- I realize that my attendance is important and I will make every attempt to give 24 hours' notice if I am unable to fulfill my commitment.
- I understand that the use of physical contact to reprimand a child is not allowed. In the event of disciplinary action, I agree to speak with the child's teacher to explain the behavior issue and follow the procedures that are set in the classroom and school.
- I agree that the confidentiality of the children and staff must be absolutely upheld. I shall under no circumstances discuss the personal issues of children and staff members with anyone except the appropriate staff members in a proper setting.
- I agree to follow the rules and procedures for the area for which I am volunteering.
- I agree to provide only the duties to which I am assigned and remain at all times under the supervision of the staff member to whom I am assigned.
- I understand that I am only authorized to be in the place of my assigned duties and I will not wander around the school or visit other school classrooms or other areas without the authorization of the superintendent.

VOLUNTEERS (continued)

File Code: 1200.1

- I have received the Parent-Student Handbook, an outline of the Critical Emergency Response Manual, the Ventnor Middle School Falcon Code of Conduct, Board of Education Policies 5131.1 Harassment, Intimidation Bullying; 5141.4 Child Abuse and Neglect; 1200 Participation by the Public; and 1200.1 Volunteers. I have reviewed them to familiarize myself with the policies and procedures of the school.

As a volunteer, I am here because I care about the children of this school and want to help in the educational capacity I have chosen. I understand that if I violate this agreement; any school policies related to the health, safety and welfare of the students and staff; or if my behavior interferes with, or disrupts the educational program I shall be discharged from my volunteer position.

We welcome you and thank you sincerely for your help!!

Signed: _____

Printed name: _____

Date: _____