

Regulation

SCHOOL VOLUNTEERS

It is the policy of the Harrison Township Board of Education to encourage participation on a volunteer basis to aid faculty members in the following areas:

- A. Classroom/grade-level projects;
- B. Track and field day activities;
- C. Library assistance;
- D. Band support;
- E. Choir support;
- F. Sixth grade celebration committee;
- G. Kindergarten registration;
- H. Classroom support.

Volunteer Procedures

In order to effectively implement this program, the following guidelines are established:

- A. A formal application will be filed by those interested in serving as a volunteer;
- B. A list of volunteers will be made available to all faculty members;
- C. Staff members to whom volunteers are assigned are responsible for the direct supervision of the volunteers;
- D. Volunteers shall to be instructed in issues of student confidentiality, school safety and security rules and reporting requirements for incidents of harassment intimidation and bullying of student;
- E. The board reserves the right to accept, deny, retain, or terminate the services of any volunteer on the recommendation of the administration;
- F. Any requests to have a volunteer present on a regular basis during the school day shall be approved by the principal. "Regular basis" is defined as more than 20 hours per month. Volunteers serving in the classroom on a regular basis, a Mantoux tuberculin test shall be required;
- G. Volunteers would be required to sign in and out in the main office according to board policy and regulation 1250 Visitors;
- H. Classroom support volunteers are required to sign a *Statement of Confidentiality and Personal Criminal History Statement* form;
- I. The principal or his or her designee shall be responsible for establishing necessary procedures, forms, etc. not specifically identified in this policy.

The board encourages faculty members to avail themselves of the services offered by the volunteers.

VOLUNTEERS (regulation continued)

Adopted:	September 24, 2007
NJSBA Review/Update:	June 2014
Readopted:	October 27, 2014