

Regulation

PARTICIPATION BY THE PUBLIC

The Bordentown Regional Board of Education welcomes the participation of qualified citizen volunteers in the school program.

The following guidelines shall be observed in the screening, acceptance and assignment of volunteers:

- A. Volunteers shall apply to the building principal for assignments and state their area of interest if applicable;
- B. The building principal or his or her designee will determine if there is work available for the volunteer;
- C. The building principal or his or her designee will determine if the volunteer is an appropriate candidate by informal interview. This assessment may include but is not limited to:
 - 1. Inquiry into past or present experience;
 - 2. An evaluation of hours or days that can be worked;
 - 3. Conducting a background check when regular contact with the students is anticipated;
- D. Volunteers shall be assigned to prescribed functions under the supervision of designated professional staff members;
- E. Volunteers that are assigned according to this procedure are covered by the board's liability insurance policy;
- F. Regularly scheduled volunteers shall be fingerprinted;
- G. Annually, each building principal will keep on file the following information relative to the volunteers who serve on a regular basis:
 - 1. A brief description of the roles and responsibilities of each category of volunteer serving in his/her building; and
 - 2. A roster of all volunteers serving in the building, listing after each name the category of activity in which the person will be engaged and the person responsible for supervision of the volunteer.

Volunteers are subject to all board policies and regulations during their periods of service. Violation of board policy and/or regulation may result in termination of the assignment. Volunteers are not permitted to be in areas of the school building or school grounds that are unrelated to their volunteer duty or assignment. Volunteers serve at the discretion of the superintendent. A volunteer assignment may be terminated as needed or required by the school principal.

Adopted: October 2008
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Readopted: