

R9180 – School Volunteers

A. Assignments

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

1. Duplicating tests and other materials;
2. Helping with classroom housekeeping;
3. Setting up audio-visual and other instructional equipment, if qualified to do so;
4. Helping children remove and don outerwear and boots;
5. Supervising the playground;
6. Reading aloud and telling stories;
7. Assisting with the school library program;
8. Assisting pupils locate material in reference works;
9. Assisting with the school lunch program;
10. Serving as chaperones on field trips; and
11. 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 or building administrator or designee.
2. A volunteer should perform no duties other than those expressly assigned him/her.



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3. A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.
4. A volunteer must not seek or be granted access to records about an individual pupil or staff member. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.
5. A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion accordingly.

C. Volunteer Coaches

The tasks to which volunteer coaches may be assigned are those normally performed by assistant coaches. Volunteer coaches take direction from the Head Coach and any assistant coach(s) assigned to a particular sport. The rules of conduct for volunteer coaches are the same as those prescribed in B. above.

Volunteer Coaches must satisfy the following State requirements before being allowed to work with school athletes:

1. Successful Criminal History review by the New Jersey State Police and the Federal Bureau of Investigation.
2. Evidence of at least 60 college credits.
3. Approval by the Board of Education.

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