



Woodstown-Pilesgrove Regional School District

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June 1, 2016

Dear Parents/Guardians,

As you may be aware, the Board of Education has an approved policy with regard to school district volunteers. The policy was put into place in an effort to provide as safe an environment as possible for our children while still allowing parents/guardians the opportunity to participate in their children's school activities.

For the 2016-2017 school year, the same practice will be followed as in the past few years wherein volunteers will be classified into two categories: 1) Tier I who will provide occasional assistance for school activities such as in-school classroom functions and programs, and 2) Tier II who will provide assistance on a more regular basis such as for athletic, co-curricular activities or those who have more close out-of-district contact such as for class trips.

Tier I volunteers need only to complete the volunteer application form and submit it to the respective building principal for review and recommendation for Board of Education approval.

Tier II volunteers are required to complete online mandated training and comply with the criminal history background check. When completing the volunteer application form, the applicant must attach a training completion certificate as well as the fingerprint clearance letter. On the application form, the applicant must check either that the clearance letter is attached (and of course attach the letter) or that the clearance letter is on file from the prior school year. No volunteers will be recommended for Board of Education approval until both the training and background check requirements have been met. (Please note that clearance letters from some other background checks are now accepted; please see the application form and/or Board policy for details.) Since the district reimburses for the cost of the criminal history check, it is at the discretion of the building principals as to who will be provided with the Tier II application packet.

Your understanding and cooperation is much appreciated. If you have any questions or comments, please feel free to contact your building principal or me.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas A. Coleman, Jr.", written in a cursive style.

Thomas A. Coleman, Jr.
Superintendent of Schools

Policy

SCHOOL VOLUNTEERS

The Board of Education of the Woodstown-Pilesgrove Regional School District recognizes the services of 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 authorizes a program for the utilization of volunteer services in the school(s) of the school district.

For the purpose of this Policy, a "volunteer" is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities.

For the purpose of this Policy, volunteers shall be classified into two categories:

Tier I - a person who is invited into a school and provides occasional assistance for school activities, or assists with classroom or other school activities on an "as needed" occasional basis. This class of volunteer will need to submit an application to the Principal for the specific activity in which they intend to participate for approval by the Board of Education.

Tier II – a person who volunteers to provide assistance on a regular basis for athletic, co-curricular, and/or extra-curricular activities including chaperoning class trips. The list of these activities will be developed by the administration and articulated in the Regulations for this policy. Tier II volunteers shall be required to:

1. Participate in a mandatory online training program provided by the Woodstown-Pilesgrove Regional School District.
2. Complete a criminal history background check or present a current criminal history clearance letter in accordance with the provisions of N.J.S.A. 18A:6-7.2. The cost of the criminal history background check shall be reimbursed by the Woodstown-Pilesgrove Regional Board of Education. Existing background/criminal history clearance checks will be accepted for the following, and the documentation listed shall be attached to the volunteer's application form:
 - District Employees (Regular and/or Substitute) or District Board of Education Members: No attachment required since clearance is on file in the district office.
 - Another New Jersey School District: A copy of the clearance letter for their employing district or a letter from the district office confirming current employment.
 - Police Department: A letter from the employing police department confirming the volunteer's current employment status.
 - Physician or Nurse: A copy of the volunteer's current medical/nursing license since background clearances are required to maintain said license.
 - Military Personnel: If currently serving in the military and a background/clearance check was done, proof of such shall be attached.

For the purpose of this Policy, the Superintendent or designee shall determine if a person meets or will meet the requirements to be a "volunteer" and in what Tier they will be classified.

A volunteer must be approved by the Board of Education upon the recommendation of the Superintendent before being permitted to work with the students.

The Principal or Director of Curriculum & Instruction 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.

SCHOOL VOLUNTEERS (continued)

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

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

- A. Volunteers must serve only under the direction and supervision of an appropriately certified or licensed staff member;
- B. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
- C. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for the educational planning and decisions and the teaching of new concepts;
- D. Volunteers may not be left alone with students unless they are a district certificated staff member or district substitute teacher;
- E. Volunteers shall respect the individuality, dignity, and worth of each child;
- F. Volunteers are not permitted access to pupil records;
- G. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
- H. Volunteers may consult with the Principal regarding their duties and responsibilities; and
- I. Volunteers shall receive no financial remuneration from the Board.
- J. The Board of Education reserves the right to deny or terminate the services of any volunteer. This may be done through the Superintendent as the Board's authorized representative.

Adopted: April 25, 2013

Revised: April 28, 2016

Key Words

Community Volunteers, Volunteers, Public Participation

Legal References: N.J.S.A. 18A:6-7.1; 18A:6-7.2

WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT
Woodstown, New Jersey 08098

APPLICATION FORM FOR
SCHOOL VOLUNTEERS – POLICY #1200.1

The Board of Education of the Woodstown-Pilesgrove Regional School District recognizes the services of 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 authorizes a program for the utilization of volunteer services in the school(s) of the school district.

For the purpose of this Policy, a "volunteer" is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities.

For the purpose of this Policy and for this application, volunteers shall be classified into two categories: (Check one)

- Tier I - a person who is invited into a school and provides occasional assistance for school activities, or assists with classroom or other school activities on an "as needed" occasional basis. This class of volunteer will need to submit an application to the Principal for the specific activity in which they intend to participate for approval by the Board of Education.
- Tier II – a person who volunteers to provide assistance on a regular basis for athletic, co-curricular, and/or extra-curricular activities including chaperoning class trips. The list of these activities will be developed by the administration and articulated in the Regulations for this Policy. Tier II volunteers shall be required to:
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 - Military Personnel: If currently serving in the military and a background/clearance check was done, proof of such shall be attached.

Documentation is to be attached to application.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a "volunteer" and in what Tier they will be classified.

A volunteer must be approved by the Board of Education upon the recommendation of the Superintendent before being permitted to work with the students.

The Principal or Director of Curriculum & Instruction 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.

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

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

- A. Volunteers must serve only under the direction and supervision of an appropriately certified or licensed staff member;

- B. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
- C. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for the educational planning and decisions and the teaching of new concepts;
- D. Volunteers may not be left alone with students unless they are a district certificated staff member or district substitute teacher;
- E. Volunteers shall respect the individuality, dignity, and worth of each child;
- F. Volunteers are not permitted access to pupil records;
- G. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
- H. Volunteers may consult with the Principal regarding their duties and responsibilities;
- I. Volunteers shall receive no financial remuneration from the Board; and

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to approve the use of volunteers in the school district when such use is beneficial to the students served by the programs offered under the auspices of the Board of Education.

Further, the following regulations for the appointment of volunteers will apply:

1. Prior to participation, all volunteers are to be approved by the Board of Education based on the request of the immediate program supervisor, Building Principal, and the Superintendent.
2. All approved volunteers are authorized to supplement the work of paid professional and paraprofessional staff members under whom they are assigned but are not substitutes for paid staff members nor are they authorized to speak formally or informally for any program in conjunction with the paid professional staff member responsible for the program.
3. Staff members to whom volunteers are assigned are responsible for the direct guidance and supervision of the volunteers.
4. The Board of Education reserves the right to deny or terminate the services of any volunteer. This may be done through the Superintendent as the Board's authorized representative.

Student's Name _____

_____ My fingerprint clearance letter is attached.

_____ My fingerprint clearance letter is on file from the prior year's approval.

Volunteer (Print or Type)

Signature of Volunteer

Address: _____

Telephone: _____

Recommended by:

Advisor/Teacher

Name of Activity

_____ Fingerprint clearance has been verified by the Principal's Office.

Building Principal

Superintendent

Date of Board Approval: _____

Revised: 04/28/16