

Policy 9181.01 and Volunteer Process

Upon reviewing our district policy it was noticed that some of the long time out of district co-curricular advisors did not have the "required" substitute teacher certification that was required as part of our protocols. In reviewing our policies and regulations, it was noted that we had a policy for coaches'/co-curricular aides and guidelines/protocols for volunteers. However, we did not have a policy for our co-curricular advisors. Policy 9181.01 was drafted by our attorney, reviewed by all applicable staff and is on the September agenda for the first reading. At the same time, we had the attorney review our volunteer process and made changes to streamline our protocols.

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9181.01 Extra-Curricular/Co-Curricular Activity Advisors

The Glassboro School District Board of Education (hereinafter "the Board") recognizes that extra-curricular and co-curricular activities, and the services provided by extra-curricular and co-curricular activity advisors (hereinafter "Activity Advisors"), enrich the Glassboro School District's (hereinafter "the District") educational program and benefit both the District's students and the school community. The Board, therefore, authorizes a program for the employment of Activity Advisors in the District.

The Board will employ as Activity Advisors only those persons who possess the skills, experience and knowledge of the specific extra-curricular/co-curricular activity, and are properly certified and/or licensed to advise students for the specific extra-curricular/co-curricular activity, and possess the personal characteristics that qualify them to serve as role models to students in the District.

The Board prohibits any relative of a Board Member or the Superintendent of Schools from being employed in an office or position, including an Activity Advisor position, in the District in accordance with the provisions set forth by N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 entitled "Nepotism."

The Superintendent may require that a qualified candidate for an Activity Advisor position hold a valid New Jersey teaching or substitute credential, pursuant to N.J.A.C. 6A:9B-7.1, et seq., however, the twenty day limitation noted in N.J.A.C. 6A:9B-7.4(b) shall not apply to the activity.

Any teaching staff member employed by the Board shall be permitted to serve as an Activity Advisor. An Activity Advisor employed by the Board who is not otherwise a regular employee of the Board shall be employed only for the duration of the specific Activity for which he or she is to serve as the Activity Advisor, and shall be paid the stipend attendant to that position, but no Activity Advisor shall be eligible for tenure and/or for employment benefits for the Activity Advisor position.

Any person employed by the Board in any Activity Advisor position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1, et seq. However, no criminal history record check shall be performed unless the applicant has furnished written consent to such a



check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and

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processing the check. The Board will deny employment in an Activity Advisor position to any person who is required, but refuses to submit to a criminal history record check. Additionally, the Board shall not employ any person in an Activity Advisor position which involves regular contact with students unless the Board has first determined that no disqualifying criminal history record information exists with the Federal Bureau of Investigations, Identification Division, or the State Bureau of Identification. Any person, except as provided in N.J.S.A. 18A:6-7.1(g), whose criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1, et seq. shall be permanently disqualified from employment or service, including in an Activity Advisor position.

The Board may employ a person in an Activity Advisor position on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1 (c). In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the person in the Activity Advisor position.

A tuberculosis test shall be given upon employment to all newly hired employees who have contact with students, including student teachers, school bus drivers on contract with the Board and volunteers. However, the following individuals are exempted from the requirement to undergo a tuberculosis test:

- Volunteers working indoors with pupils for less than two hours per month;
- New employees, student teachers and contractors with a documented negative tuberculosis test result from within the last six months or a documented positive tuberculosis test, regardless of when they underwent the testing;



- School employees transferring between school districts or from a non-public school within the State of New Jersey with a documented tuberculosis test result upon his or her initial employment by a New Jersey school;

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Employees, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment should be done using a TB-8 Form, "Religious Exemption — School TB Testing/Symptom Assessment Form." The TB-8 Form can be accessed through the State of New Jersey Department of Health's website under "Health Department Forms." If Tuberculosis-like symptoms are reported, a physician must document that the employee, student teacher, contractor or volunteer does not have an active disease.

An Activity Advisor may be immediately suspended from his or her position, with or without cause, by the Superintendent or the Superintendent's designee, with relief of their advisor responsibilities and dismissal from their Activity Advisor position to be recommended by the Superintendent to the Board at the Board meeting following such suspension. Any misstatement of fact material to a person's qualifications for employment by the Board in any Activity Advisor position will be considered to constitute grounds for dismissal for the Activity Advisor position.

Adopted:

