

## R 9180 SCHOOL VOLUNTEERS

### A. Assignments

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

1. Duplicating tests and other materials;
2. Helping with classroom housekeeping;
3. Typing class materials, tests, and the like;
4. Setting up audio-visual and other instructional equipment, if qualified to do so;
5. Helping children remove and don outerwear and boots;
6. Supervising the playground;
7. Correcting workbooks, as qualified to do so and as appropriate to the sensitivity of the materials;
8. Reading aloud and telling stories;
9. Assisting with the school library program;
10. Assisting pupils locate material in reference works;
11. Assisting with the school lunch program;
12. Serving as chaperones on field trips; and
13. Serving as resource persons in a special subject area.
14. **Serving as Bus Aide for Student Transportation.**



B. Rules of Conduct for Volunteers

1. A volunteer may serve only under the direction and supervision of a teaching staff member **or district administrator.**
2. A volunteer should perform no duties other than those expressly assigned him/her.
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 access to records about an individual pupil. 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.
6. **Volunteers may not act as bus aides on the same bus as any member of their immediate family or member of their household.**
7. **Volunteer bus aides must commit to a regular schedule mutually agreed upon by volunteer and the Transportation Supervisor.**

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In an effort to provide as safe an environment as possible for students while still allowing parents/guardians the opportunity to participate in their children's school activities, Glassboro Public Schools is outlining our current volunteer process in a new tiered category system.

Unpaid volunteers are now more clearly defined into three categories:

- **Tier I** – Volunteers who provide assistance one time or very infrequently, and whom have little or no student contact
- **Tier II** – Volunteers who provide assistance in school activities on more than two occasions during a school year
- **Tier III**- Volunteers who provide assistance on a more regular basis such as Athletic Coach or Co-Curricular activities

**Tier I** volunteers and visitors who must remain under the direct supervision of teachers and staff while on school grounds DO NOT need to complete the application packet. These volunteers must always sign in when entering a building, and should not be left alone with or have unsupervised contact with, an individual or groups of students. Examples of Tier I volunteers include:

- Grandparent visiting a classroom
- Person presenting information to the class on a one-time basis
- Ticket sales/ fundraising
- Parents, friends or relatives who attend a class party or one-time event in the classroom
- Field trip chaperone
- Concession sales
- Set design

**Tier II** volunteers are required to complete the volunteer application packet and training, and comply with the criminal history record check administered on behalf of the State of New Jersey. Once both are complete, Tier II volunteers submit both to the Office of the Director of Curriculum, Special Education, and Personnel. Once received, the application will be reviewed and recommended for Board of Education approval. No volunteers will be recommended for Board of Education approval until both the application and the background check requirements have been met. Examples of Tier II volunteers include:

- Student teachers/classroom observations
- Volunteering professors
- Year-long parent volunteers

**Tier III** volunteers are required to complete the Volunteer Application Packet and training in full, and comply with the criminal history record check administered on behalf of the State of New Jersey. No volunteers will be recommended for Board of Education approval until the entire Tier III Application Packet and the background check requirements have been met.