

PARTICIPATION BY THE PUBLIC – PARENT VOLUNTEERS

The Oxford Township Board of Education encourages volunteers who are especially qualified because of training, experience, or personal characteristics to take an active part in school affairs. Volunteers may be utilized to give assistance to the professional staff in the actual operation of classes and services where the Superintendent and staff deem such aid valuable.

Neither the Superintendent nor Vice-Principal shall be obligated to utilize the services of a volunteer who, in the sole discretion of the Superintendent or Vice-Principal, does not possess the appropriate training, experience, or personal characteristics to serve the specific needs of students. The Board, the Superintendent, or the Vice Principal may terminate the services of any volunteer with or without notice and with or without cause at any time.

A teacher seeking the assistance of a volunteer must present a written plan of the volunteer's proposed schedule and duties to the Vice-Principal for approval. Additionally, the teacher must interview each prospective volunteer and make a recommendation to the Vice-Principal regarding same. The written plan and the identity of the recommended volunteers must then be presented to the Superintendent for final approval. Volunteers may carry out only prescribed functions pursuant to the approved written plan under the direct supervision of a certified staff member. Such volunteers shall be covered by the Board's liability insurance policy.

Volunteers must sign in at the main office upon their arrival and sign out upon their departure. Volunteers shall be required to wear name tags whenever they are in school buildings. Volunteers are not permitted to roam the school buildings. Anyone wishing to volunteer their services for ten (10) or more hours per week may be required to submit to a New Jersey State Police Criminal background check. If the candidate has a current background check that is not more than 364 days old, this valid certificate may be accepted by the chief school administrator.

Volunteers shall receive no financial remuneration or reimbursement from the Board. (The Board will pay the cost borne by the volunteer up to \$50.00). The State Department of Education requires that a volunteer must receive a Mantoux test if he/she works indoors and has contact with pupils for at least 20 hours per month.

The Superintendent shall supervise the development of programs and procedures to enlist community participation in school events. He/she shall keep on file information on all volunteers and documentation that requirements of law have been fulfilled.

The Superintendent shall report to the public annually on all aspects of community support of the educational program.

1st Reading: February 21, 2008

2nd Reading & Adoption: March 20, 2008

Review Date: December 20, 2010

Revision and Adoption: January 27, 2011

Review Date: July 23, 2012 – No Changes

Review Date: July 8, 2015 – No Changes

November 11, 2016 – No Changes

Legal References:

N.J.S.A. 18A: 6-7.1	Criminal History check
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6:8-4.3	Quality assurance
N.J.A.C. 6:29-2.3	Testing for tuberculosis infection

Possible Cross References:

1000/1010	Concepts and roles in community relations; goals and objectives
1120	Oxford Township Board of Education meetings
1220	Ad hoc advisory committees
5020	Role of parents/guardians
6162.4	Community resources

VOLUNTEER CONTRACT

Oxford Township Board of Education maintains that family involvement in a child's education is essential. We believe educating a student is a collaborative effort that includes students, teachers, and parents or guardians. Oxford Township Board of Education is asking parents to assist the schools by becoming familiar with the volunteer guidelines listed below. Your time is very valuable to us, so we will ask for your assistance in several ways. Listed below are the areas we may need your assistance throughout the year.

- Arranging bulletin boards either during lunch or after school
- Photocopying, housekeeping or laminating documents with training on equipment
- *"Read Aloud" with student(s)
- *Editing work with student(s)
- Library aides – shelving books, assisting with selections
- Assist teacher with special projects
- Various projects approved by administration

1. **Volunteer assistance should not exceed ten hours per week. However the CSA may grant hours beyond ten per week.**
2. **N.J. State Department of Education requires that a volunteer must receive a Mantoux test if he/she works indoors and has contact with pupils for at least 20 hours per month.**

- Sign in our out and obtain a badge which needs to remain visible at all times for the children's safety
- No food or beverages in the building while volunteering
- Turn off cell phones while volunteering
- Volunteers will remain in designated area(s) only
- Volunteers will be discrete with school information
- Volunteers will respect all students and abide by the board's policies prohibiting bullying and discrimination
- Volunteers will perform assigned duties
- Volunteers will not conference with faculty or staff without an appointment
- Assistance will be determined for a designated length of time established by the school
- Extensive volunteer programs will be determined by the individual building principal
- Volunteers are never left alone with a student or a class of students
- Younger children of the volunteer cannot accompany volunteer in school

*Specific training for Tutorial Programs

The children at Oxford Central School thank you for your support.

I have received a copy of the Parent Volunteer Procedure (copy attached) and agree to abide by its terms.

Parent

Date

CSA

Date