



The Board of Education recognizes that 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 district. This agreement, in conjunction with Board policies 9180 and 9181, details expectations for individuals that participate in the East Windsor Regional School District volunteer program.

**EXPECTATIONS OF VOLUNTEERS**

1. Abide with all aspects of Board of Education policies 9180 and / or 9181;
2. Serve only under the direction and supervision of an appropriately certified or licensed staff member;
3. Clearly understand their duties and responsibilities and perform no service outside those duties;
4. Serve only in a support capacity; only appropriately certified or licensed teaching staff members are responsible for educational planning and decisions and the teaching of new concepts;
5. Respect the individuality, dignity, and worth of each child;
6. Volunteers are not permitted access to pupil records;
7. Serve as role models for district students, which means their actions will adhere to school and district rules and expectations for behavior;
8. 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;
9. Consult with the Principal or his/her designee regarding their duties and responsibilities; and
10. Receive no financial remuneration from the Board.

**VOLUNTEER AGREEMENT**

As a prerequisite to becoming a volunteer with the East Windsor Regional School District, I have reviewed the following:

- Expectations of Volunteers*
- Policy 9180 – School Volunteers
- Policy 9181 – Volunteer Athletic Coaches & Co-Curricular Advisors / Assistants

I, \_\_\_\_\_, agree to serve as a volunteer for the EWRS D  
*Please print name*  
 in a manner that upholds the highest of expectations and standards endorsed by the Board of Education.

Name of Sport / Activity: \_\_\_\_\_ School: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Coach / Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# POLICY

**EAST WINDSOR BOARD  
OF EDUCATION  
COMMUNITY  
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School Volunteers**

## 9180 SCHOOL VOLUNTEERS

The Board of Education 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 schools of the school district.

The Principal shall be responsible for the recruitment, screening and approval of volunteers and may delegate the assignment of volunteers to specific tasks.

An unpaid volunteer is not required to complete a criminal history record check. A volunteer is not required to be approved by the Board.

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 throughout the school year.

The Principal or his/her designee shall determine if a person meets or will meet the requirements to be a “volunteer” for the purpose of this Policy.

The Principal or his/her designee shall not be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

Each school volunteer shall be given a copy of this policy and a Volunteer Agreement which must be signed and returned to the principal.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed teaching staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. 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;
7. Volunteers may consult with the Principal or his/her designee regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.

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

Adopted: 22 November 2004

Revised: 30 April 2012

# POLICY

**EAST WINDSOR BOARD  
OF EDUCATION  
COMMUNITY**

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**Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants**

**9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY  
ADVISORS/ASSISTANTS**

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Athletic Director and/or Principal will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Athletic Director and/or Principal.

These volunteers must be recommended by the Athletic Director and/or Principal prior to assuming any responsibilities.

The Athletic Director and/or Principal will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this policy and a Volunteer Agreement which must be signed and returned to the Athletic Director and/or Principal.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants

employed by the Board are responsible for the supervision and instruction provided to pupils participating in ~~the~~ athletic programs or co-curricular activities;

4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil;

5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupil records;

6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;

7. Volunteer athletic coaches must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities;

8. Volunteer co-curricular activity advisors/assistants must consult with the Principal regarding any matters or questions regarding their duties and responsibilities;

9. Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and

10. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants, may be immediately relieved of their volunteer responsibilities, with or without cause, by the Athletic Director and/or Principal.

All volunteer athletic coaches and co-curricular activity advisors/assistants must have an approved criminal background check and be fingerprinted at volunteer's expense, and sign a waiver for workers' compensation. The Board of Education shall reimburse all volunteer athletic coaches and co-curricular activity advisors/assistants for a criminal background check.

N.J.S.A. 18A:6-7.1 18A:6-7.2

Adopted: 22 November 2004

Revised: 30 April 2012