

## BERLIN TOWNSHIP SCHOOL DISTRICT

"Educating Today for Tomorrow's Success"

ADVANCE – School Volunteer Certification  
(Adults Directly Volunteering and Nurturing Children's Education)

Review the Board's Policy (Regulation #1200)

It is the policy of the Berlin Township School District that the Superintendent of Schools and the Board of Education will certify persons who wish to participate in classroom activities, volunteer in classrooms, at co-curricular activities, volunteer at PEACE sponsored events and accompany our students when they are traveling to locations outside of the School District as "chaperones" each year through the ADVANCE program. Any person not holding this certification by the date of the trip or event will not be permitted to accompany or work with our students.

Why is this process necessary?

- Enhances the teaching/learning process
- Improves student safety
- Makes it more likely that our class trips and events will be more successful
- The program gives greater "peace of mind" to parents who are not on a trip
- Trained volunteers and chaperones are better equipped to handle situations that may arise

What do I have to do in order to get certified as an "ADVANCE chaperone"?

- Complete an ADVANCE Volunteer Application Form and turn in to district office
- Thoroughly read the ADVANCE Volunteer Agreements and Understandings form and sign where necessary

What are some of the key topics that will be discussed in the Agreement and Understanding form?

- Understand the appropriate conduct for a school volunteer
- Understand what is confidential information as a school volunteer
- Understand what tasks in which volunteers may be asked to assist
- Understand the rules governing snacks in the classroom and on trips, cell phone rules, chain of command in reporting problems, Anti-bullying procedures, etc.

## **Board of Education Regulation 1200-R SCHOOL VOLUNTEERS**

The Berlin Township Board of Education recognizes that the services of community 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 directs the institution of a program for the utilization of volunteer services in grades Pre-kindergarten through eight.

The principals and superintendent shall be responsible for the recruitment and screening of volunteers and must submit their names for board approval prior to volunteering in the district. The district will provide an orientation for those interested in volunteering. After a person attends training, fills out an application, and is screened for Megan's Law violations, they will be provisionally approved by the Superintendent and may participate in one classroom event. The name will then be placed on the agenda of the next Board meeting for Board of Education approval. After final Board approval, the applicants are placed on the District ADVANCE Approved List and do not need to be trained or re-apply for approval for 5 school years.

Volunteers must be persons of known character, responsibility, and integrity. Volunteers may be terminated with or without cause at the discretion of the principal or superintendent.

Neither the superintendent nor any principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of students.

The school board reserves the right to check the criminal background of volunteers and any investigations to verify any information on the volunteer application. All ADVANCE applicant names will be screened using the Family Watchdog.com and or NJ State Policy Sex Offender Internet Registry websites.

### Health Requirements

Volunteers that are scheduled on a regular basis and or are in the school more than 20 hours per month may be required to have a mantoux tuberculin test annually (AS PER NJ DEPT. OF HEALTH GUIDELINES.)

### School Volunteer Program

The School Volunteer Program shall be known as A.D.V.A.N.C.E. This acronym stands for: Adults Directly Volunteering And Nurturing Children's Education.

The principal may delegate the assignment of volunteers to specific tasks.

School volunteers shall be classified as follows:

A. School Volunteer - a person who volunteers services to a school, classroom, co-curricular activity on a regular or occasional basis throughout the school year.

a. Regular Basis is defined as:

Scheduled by the building principal to complete tasks specified on a weekly or monthly basis throughout the school year.

b. Occasional Basis is defined as:

Scheduled by the building principal in cooperation with classroom teachers to complete tasks specified on a part time, seasonal or as needed basis during the school year.

B. School Resource Person - a person who is called upon to bring special information, experience or expertise to the school or classroom on a one-time or short-term basis.

C. School Resource Committees - a group of specialists who may be invited by a building principal to give special advice or expertise to a school on a one-time or short-term basis.

### Conduct of Volunteers

The superintendent shall prepare and promulgate rules of conduct for school volunteers. Each school volunteer shall be given a copy of this policy and the rules of conduct.

Beginning with the 2018-2019 school year, The volunteer will be required to attend an orientation every 5 years presented by the district. This is referred to as ADVANCE training.

The following guidelines shall govern the service of school volunteers:

- Volunteers may serve only under the direction and supervision of a certified teaching staff member.
- Volunteers should clearly understand their duties and responsibilities and perform no service outside of those duties given.
- Volunteers serve only in a support capacity: only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts.
- Volunteers shall respect the individuality, dignity and worth of each child.
- Volunteers are not permitted access to student records.
- Volunteers are not permitted to discuss student grades, student abilities or any student records with others except principal or superintendent.
- Volunteers shall exercise discretion in discussing their school activities with other in the community and in the handling of any confidential information or matters involving students in which they become aware of during the time on school grounds.
- Volunteers must consult with the classroom teacher and/or principal regarding their duties and responsibilities.
- A schedule will be provided to the staff and the volunteers in a timely fashion.
- Volunteers shall receive no financial remuneration or benefits from any source for their service rendered as a volunteer.
- Volunteers must be a minimum age of 18.
- Volunteers may be immediately relieved of their duties by the building principal with or without cause and that in the event Of a volunteer dismissal, the principal shall report the same to the superintendent. The volunteer shall be removed from the board's list of ADVANCE volunteers at the next Board of Education meeting.

A.D.V.A.N.C.E. volunteers are personals who are not employed by the Berlin Township Board of Education and not covered under the district's workers' compensation policy.

The superintendent shall report periodically to the board on the number of volunteers serving in the schools of the district, the duties performed by volunteers, and the number of volunteer hours served, by school.

## Assignments

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

1. Helping with classroom housekeeping;
2. Setting up audio-visual and other instructional equipment, if qualified to do so;
3. Assisting with the preparation of instructional materials and activities;
4. Helping children with outerwear and boots;
5. Reading aloud to and with students;
6. Assisting with the school library program;
7. Assisting students with classroom work;
8. Assisting with the school lunch program;
9. Serving as chaperones on field trips and at PEACE sponsored events; and
10. Serving as resource persons in a special subject area.

## Mandatory Training Requirement

ADVANCE approval is required for participation in school events that involve direct contact and interaction with students, activities that take place in the classroom, field trips, and those events that are chaperoned by PEACE volunteers.

Adults participating in the following activities must be ADVANCE approved:

1. Field Trip Chaperones
2. PEACE Dance Chaperones
3. PEACE Activity Worker including but not limited to .
  - Field Day, Picture Day, Halloween Events, any other event sponsored by and supervised by PEACE
4. Any in-Classroom event such as Authors Tea (1st Grade), Watch Me Grow (Kindergarten), Pre K Parent Assisted Projects throughout the year, Pre K carnival,
5. DDE American Education Week activities

## Rules of Conduct for Volunteers

1. A volunteer may serve only under the direction and supervision of a teaching staff member.
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 student. A volunteer must never discipline, punish or rebuke a student.
4. A volunteer must not seek access to records about an individual student. A volunteer must respect the confidentiality of any information gained about an individual student, by whatever means.
5. A volunteer who imparts information to students must be mindful of the age, maturity, and sensibility Of those students and exercise proper care and discretion accordingly.
6. Volunteers may be immediately relieved of their duties by the building principal with or without cause and that in the event of a volunteer dismissal, the principal shall report the same to the superintendent. The volunteer shall be removed from the board's list of ADVANCE volunteers at the next Board of Education meeting.

Adopted: November 21, 2013

Reviewed: May 2018

Readopted: August 2018

Berlin Township Board of Education Guidelines for  
ADVANCE

Your interest and concern for students have motivated you to volunteer in the Berlin Township Public School District. Thank YOU! This is a valuable, challenging and rewarding role. Your application will be kept confidential and stored in a secured location.

To make you experience as a school volunteer a beneficial one for the students and for you, please follow these guidelines as you help in the schools.

1. Your main concern while engaged in school activities should be the safety and education of all students.
2. You must not give medication to students.
3. You must not discuss or record individual students' grades, records or abilities. This is personal and confidential information protected by state law.
4. You may not supervise a classroom or discipline student(s). These are the responsibilities of the teacher and the school.
5. You will be assigned only to staff members requesting help.
6. You should set a good example for students by your manner, appearance and behavior.
7. You must complete an application form, and attest to the agreements within
8. You must sign in and out of the school when volunteering.
9. You must wear an identification badge, provided by the office, when you are volunteering as part of the ADVANCE team member.
10. Confidentiality, consistency and keeping to your schedule are of great importance for this program to work.
11. You must be ADVANCE approved to be a field trip chaperone.



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Security Background Information

Student and staff safety are a priority for the Berlin Township Board of Education. Therefore, the following questions must be answered truthfully. Your omission of any criminal history pertinent to the 3 numbered questions below will result in the immediate end to your involvement with students until further notice.

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|-----|----|---|
| Yes | No | Have you EVER BEEN convicted of child abuse, incest, lewd and or lascivious action, pornography or any other sexual offense?                      |
| Yes | No | Within the last five (5) years have you ever been convicted of the sale or possession of drugs, drug paraphernalia or Other drug related offense? |
| Yes | No | Within the last five (5) years have you ever been convicted Of assault, battery or other violent crime?   |

By signing this document, I certify that I have read and fully understand both Guidelines for Volunteers and the security sections as well as information section. I further state that all information is true and accurate to my knowledge.

By my signature, I understand that the Berlin Twp Board of Education reserves the right to check the criminal background of volunteers and I give my permission to conduct any investigation necessary to verify all information identified on this form.

I understand that my involvement with the Berlin Twp School District may be terminated with or without cause at the discretion of the Principal or Superintendent. By my signature, I that know, understand and agree that any false statement or omission of information requested will result in immediate end to my involvement with the students of Berlin Twp School District.

As a volunteer, I agree to abide by the policies of the Berlin Township Board of Education.

ADVANCE Volunteer Program  
Agreements and Understandings

Please read and initial each statement below indicating that you agree to and understand each one. If you need any clarification on a statement, please ask at your school office.

\_\_\_\_\_ I have been providing with, have read, and will abide by the rules set forth in the Board of Education Regulation 1200 regarding School Volunteers.

\_\_\_\_\_ I have provided all correct information on my application and have answered all security questions honestly.

\_\_\_\_\_ I understand that information that I may be exposed to while volunteering in school is considered **STRICTLY CONFIDENTIAL** and I may not discuss with anyone, **including sharing through social media**. Such information includes but is not limited to:

- Student grades, behaviors, or abilities
- Staff actions or perceptions of staff members
- Other Parent/Guardian actions
- A good rule to go by – if I know about it because I was in the school, I CAN'T TALK ABOUT IT

\_\_\_\_\_ I understand that I cannot bring other children with me while I am volunteering

\_\_\_\_\_ I understand that I cannot bring in items for students to eat without the approval of a school staff member

\_\_\_\_\_ I understand that if I see or hear something that concerns me, I will follow the proper chain of command to report it (Teacher, Administrator)

\_\_\_\_\_ I understand that I cannot take pictures or photographs without the permission of a school staff member

\_\_\_\_\_ I understand that I cannot administer any medication, including over the counter medication, to a student

\_\_\_\_\_ I understand that I am to follow the cell phone policies and procedures while in the school as if I were a staff member

\_\_\_\_\_ I attest to each of the above with my initials and signature here:

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Name (Print)

Signature

Date