

The Institute for Excellence Charter School Volunteer Policy

The Institute for Excellence Charter School encourages parents/guardians and other members of our community to share their time, knowledge, experience and abilities with the students in our school. We believe volunteers can enrich our program and strengthen our relationship with the community and families of our students.

Volunteers must comply with all school policies, rules and regulations. Volunteers operate under the direction of the Chief School Administrator and with the approval of Board of Trustees. The Chief School Administrator may ask a volunteer to leave the grounds if he/she violates any school rule, policy or regulation. Volunteers must maintain the same confidentiality standards expected of staff, and shall not have access to confidential student and/or staff records. Volunteers are **not** to be involved in the discipline of children. All volunteers must sign-in at the main office upon arrival.

A background check **shall** be performed for each and every volunteer who works in the building while children are present. Regular volunteers consist of those people who are in the school building more than 5 hours per month. Background check forms can be printed from our school website or obtained from the school office. Volunteers must make an appointment to have their fingerprints taken pursuant to the requirements established by the New Jersey Department of Education and remit the necessary fee. Individuals whose background check indicates they will not compromise the safety of our students will be approved for volunteer status.

Volunteers must complete the Volunteer Application and return it to the school office.