



**Lawrence Township Public Schools
Personnel and Administrative Services
2565 Princeton Pike
Lawrenceville, NJ 08648
(609) 671-5440
www.ltps.org**

Volunteer Form

To be submitted and approved prior to the commencement of volunteer activity.

| | |
|--|-------|
| NAME: | _____ |
| ADDRESS: | _____ |
| PHONE #: | _____ |
| VOLUNTEER ACTIVITY: | _____ |
| VOLUNTEER SIGNATURE: | _____ |
| I have received a copy of policy 9180/R9180 (please initial here): _____ | |

| | |
|--|---|
| To be completed by PRINCIPAL, DIRECTOR or SUPERVISOR The above named volunteer is a: (check one) | Additional paperwork that must accompany this form: |
| _____ Volunteer working with students | 1. Statement of Confidentiality. |
| _____ Volunteer Coach | 2. Proof of a negative result of a recent (past 6 months) Mantoux TB test if working indoors for 20+ hours per month. |
| _____ Volunteer in a non-student activity | 3. Anti-bullying training certificate from GCN. |
| _____ | |
| Signature of Principal, Director or Supervisor | Date |

****SEE NJ DEPARTMENT OF HEALTH EXEMPTIONS BELOW****

| | | |
|--|------|----------------------|
| To be completed by PERSONNEL DEPARTMENT | | |
| _____ Above named volunteer is approved | | |
| _____ Above named volunteer coach is approved | | |
| _____ | | |
| Signature of Director of Personnel & Administrative Services | Date | Expected Agenda Date |

**New Jersey Department of Health Tuberculosis Program
Required Tuberculosis Testing in New Jersey Schools**

3. Teachers and Other Employees

A tuberculosis test shall be given upon employment to all newly hired employees (full-time and part-time), all student teachers, school bus drivers on contract with the district and other persons (e.g., volunteers) who have contact with students.

EXEMPTIONS:

Tuberculosis testing is not required for volunteers working with pupils (one on one or group) for less than 20 hours per month. **This exempts substitute secretaries.**

Tuberculosis testing is not required for new employees, student teachers and contractors of the district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done.

Tuberculosis testing is **not required** for a school employee transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.

Employees, student teachers, contractors or volunteers who have contact with students and claim religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the employee, student teacher, contractor or volunteer does not have active disease. Each school district is responsible for determining the criteria essential to document a valid religious exemption.

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LAWRENCE
TOWNSHIP
PUBLIC SCHOOLS

MEMORANDUM

TO: Volunteers
FROM: Nadia Kulak
RE: New Jersey Mandated Anti-Bulling Bill of Rights Training

The laws concerning anti-bulling in our schools require all persons who have contact with students to be trained in the **New Jersey Anti-Bulling Bill of Rights**. This training must be completed prior to working in the school. Below you will find the link to complete this training on-line.

You may log on to www.ltps.org/subtraining to begin your training at anytime. Once logged on: 1. Type **subsltps** in the password box. 2. On the GCN page select the appropriate link (1st time or return) 3. Type our organization # **54189sub** 4. You will then be asked to type a personal ID. *Please retain your personal ID as well as the organization # as you will need it again for future access.*

After you finish the video, you will return to the homepage to print your **Certificate of Completion**. You must submit the required **Certificates of Completion** to the Personnel Office before you can work. Do not share our organization number or your password with anyone. This is a private site for our employees and volunteers only. **Your confidentiality is expected.**

If you have questions about this training, call me at (609) 671-5599.

POLICY —

LAWRENCE TOWNSHIP 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 school(s) of the school district.

An unpaid volunteer is not required to complete a criminal history record check. A volunteer shall 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 on a "regular basis" throughout the school year.

For the purpose of this Policy, a "volunteer" is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities on at least one occasion during the school year.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a "volunteer" for the purpose of this Policy.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.

A volunteer must be trained in the New Jersey Anti-Bullying Bill of Rights and produce a certificate of completion prior to working in a school. Volunteers who work with students for more than 20 hours per month must adhere to the New Jersey Department of Health Tuberculosis Program.

The principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks and must submit their names for Board approval.

Volunteers must be persons of known character, responsibility, and integrity.



POLICY

LAWRENCE TOWNSHIP BOARD OF EDUCATION

COMMUNITY
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SCHOOL VOLUNTEERS

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.

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

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 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 student 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 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: 15 July 1998
Revised: 11 June 2008
Revised: 14 November 2012
Revised: 09 December 2015
Revised: 13 December 2017



REGULATION — LAWRENCE TOWNSHIP BOARD OF EDUCATION

COMMUNITY
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SCHOOL VOLUNTEERS

R 9180 SCHOOL VOLUNTEERS

A. Rules of Conduct for Volunteers

1. A volunteer may serve only under the direction and supervision of a teaching staff member and may never be alone with a child.
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 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. A volunteer must sign a confidentiality statement and complete mandatory training, including but not limited to anti-bullying.

Adopted: 11 June 2008
Revised: 09 December 2015
Revised: 13 December 2017



Statement of Confidentiality

I understand that while working in the schools I may be exposed to or have access to confidential information pertaining to students, their families, and staff, and I will not break that confidentiality by discussing anyone's academic performance, behavior, reputation, or personal situation other than in conjunction with the fulfillment of my assigned duties and responsibilities and in the appropriate school setting.

Date _____ Signature _____