

Volunteer Affidavit
LUMBERTON TOWNSHIP SCHOOL DISTRICT
33 Municipal Drive
Lumberton, NJ 08048
Phone (609) 267-1406

AFFIDAVIT **TO BE COMPLETED EACH YEAR BY ANY PERSON WISHING TO VOLUNTEER IN ANY LUMBERTON SCHOOL OR DISTRICT BUILDING**

Volunteer Name: _____

Date: _____

Thank you for your interest in serving as a school volunteer. For the protection of our students and staff, volunteers must now complete a Volunteer Affidavit each school year.

1. I agree to acquire, read and follow the guidelines included within this affidavit.
2. I, _____, as a Lumberton Township School District Volunteer, agree to keep *strictly confidential* any information to which I may have access concerning any and all students, thereby meeting the requirements of the Family Education Rights and Privacy Act.
3. I understand that as a district Volunteer, my contact with students is only to take place while at school and/or during school-related activities. While I am acting as a school volunteer, any attempts to communicate or make contact with students outside of school are strictly prohibited.
4. Equity Policy – Prohibiting Discrimination
 - a. It is the policy of the Lumberton Township Board of Education to offer students the opportunity to participate in appropriate programs, services and activities without regard to race, color, religion, sex, age, national or ethnic origin, political belief, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background.
 - b. Students, while they are in school or participating in school-related activities, are entitled to an environment free of discrimination and/or harassment by other students or adult employees or volunteers. Students should not be subject to, nor should they subject others to:
 - i. Slurs or innuendoes about any characteristics listed in “a” above;
 - ii. Any activity or talk related to “a” above that creates an offensive educational environment or unreasonably interferes with the individual’s school performance or participation in educational opportunities;
 - iii. Sexual advances, requests for sexual favors, or physical conduct of a sexual nature.
 - c. All employees and volunteers are expected to work with other district employees, to teach students, and to supervise or to be supervised in their work by other employees without regard for race, color, religion, sex, national ethnic origin, age, marital status, or disability.

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TO THE VOLUNTEER: PLEASE KEEP THIS COPY FOR YOUR RECORDS AND REFERENCE

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5. Drug Free Workplace
 - a. The Lumberton Township School District complies with the Drug Free Workplace Act of 1988 to maintain a drug-free workplace. The “workplace” is defined by U. S. Code and Code of Federal regulations – and is amended from time to time at the discretion of those organizations.
 - b. Each employee and the public is hereby notified by this policy that the unlawful manufacture, dispensing, possession, distribution, or use of a controlled substance or alcohol is strictly prohibited at any and all work sites or work related functions or as a part of any school activity, or any function held on the school board property.
6. I am aware that, for the protection of students, the Lumberton Township School District may conduct criminal background checks on all volunteers. I hereby approve of such a check on my background and agree to provide my Social Security number, if requested by the district. I have also provided the district with information regarding whether I have ever been convicted of, pleaded guilty to, or had adjudication for a crime which qualifies me as a Tier 2 or Tier 3 sex offender, and whether I have ever been convicted of a crime or a disorderly persons offense where the victim was person under the age of 18.

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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. Any person volunteering in our schools must complete the Volunteer Affidavit form annually before being permitted to volunteer in any school-related activity. The completed Volunteer Affidavit form must be reviewed and approved by a school district administrator before a volunteer will be permitted to participate in any school activity. A volunteer shall be approved by the Board.

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. 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 pupils. 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 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 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: 12 April 2001

Revised: 25 September 2008

Revised: 12 January 2012

Revised: 26 April 2012