

Lopatcong Township School District

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Lopatcong Township Elementary School

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LOPATCONG TOWNSHIP SCHOOL DISTRICT

VOLUNTEER'S HANDBOOK

2023-2024



Lopatcong Township School District

Dear Lopatcong School District Volunteer:

The Lopatcong Township School District is committed to providing a system of education that will prepare every child to function politically, economically and socially by valuing their individuality, recognizing their needs, equipping them with useful skills and instilling in them an appreciation of their contribution to society.

The District strives for constant improvement of the instructional program and an unremitting search for new and better ways to deliver educational services to our students.

As a volunteer, the Lopatcong Township School District welcomes you to our schools, and we hope that you will always be conscious of our traditions and requirements. Remember that your success in our schools will be directly in proportion to your positive efforts.

The volunteer program in the Lopatcong Township Schools place volunteers with school staff in a variety of helpful positions which include:

1. helping with classroom projects or activities
2. helping to monitor students in the lunchrooms
3. assisting in the Library
4. helping with rehearsals
5. chaperoning
6. Reading to your child's class
7. Landscaping/decorating
8. helping with fundraisers and/or clubs

The preceding list of activities is by no means all inclusive and you should not feel limited by the examples given. Throughout the school year, many unique and interesting positions may come up including activities that take place after the school day ends, which may appeal to parents that work during the day.

You may have a skill, talent, hobby or special interest that may be very helpful to a particular teacher in a certain subject area. You may also have specialized training, or a career that would benefit the students.

Please note: ALL VOLUNTEERS will be required to to submit a volunteer form for the 2023-2024 school year. The form needs to be completed, returned, submitted for board approval (1 week prior to the board meeting) before the day of the event. To avoid disappointment at the end of the year, please fill out the form if you have any desire to help in the classroom. Filling out the form DOES NOT obligate you to volunteer. Parents will be asked to sign off that they understand that if they do not fill out the form, they will not be able to volunteer for school events.

We ask that you read this handbook before volunteering so that you have an understanding of this important job. Volunteering is a great way to stay involved in the educational process. Time spent will be rewarding for you as well as our students and staff.

The Lopatcong Township School District Board of Education, our students and staff appreciate your interest and efforts. If you have any questions or need any additional information, please contact the building principal or me.

Sincerely,



Mr. Israel Marmolejos
Superintendent

Lopatcong Township School District

I. General Information

A. Qualifications:

1. **A completed Volunteer Application and signed Volunteer Agreement and Release**
2. A desire to volunteer
3. A positive attitude
4. A willingness to work with many students of varying ability

B. Evaluation:

1. As a volunteer your performance will be evaluated by the teacher or staff member for whom you work and building administrators.

II. Reporting and Assignment Responsibility:

- A. You must report to the main office to sign in and receive any special instructions before going to your volunteer assignment.
- B. After signing in you will receive a “Visitor” badge that must be worn at all times while on school property.
- C. You may be escorted to your assigned classroom or worksite, if you are unfamiliar with the building. You must go directly to your assigned classroom or worksite and not wander around the school or visit other classrooms.
- D. Be sure to discuss your volunteer assignment with the teacher or staff member to whom you have been assigned to ensure that you understand exactly what is expected of you. If you finish early and it is appropriate, you may ask for an additional assignment. However, do not take it upon yourself to do something beyond what was requested of you.
- E. If your volunteer assignment calls for presenting information to students, you must be mindful of their age, maturity, and sensibility in what you say and how you say it. Do not try to tell the teacher how to do his/her job.
- F. At the end of your assigned task, you must return directly to the main office to return your badge and sign out. Do not walk around the school or visit other classrooms.
- G. If you have any questions during or after your volunteer assignment, feel free to discuss them with the teacher or staff member to whom you have been assigned, or a building administrator.

III. Student Welfare:

- A. Safety is a matter of good discipline and common sense. Accidents may occur during the transition from one activity to another, so it is necessary for you to be alert to what the children are doing at all times.
- B. Under no circumstances are you to be alone with students; your primary purpose is to assist or help teachers or other staff members.
- C. Fire drills and emergency drills occur twice a month. You must be prepared to evacuate the building with the students and teachers on short notice. Evacuation routes are posted in each room; please review them before you start your volunteer assignment.
- D. Students regard adults as role models. As a volunteer, you must use appropriate language and topics of conversation when talking to students. Also, you must dress appropriately by following the school’s dress code in the Student Attire section of the Parent Handbook.

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- E. If you are ill, on the day of your volunteer assignment, please stay home and recuperate. We are concerned about your welfare too. As a courtesy, you should notify the individual that scheduled your assignment indicating that you will not be able to volunteer that day.
- F. Each student has strengths and weaknesses. Promote student self-esteem by not being judgmental and providing encouragement and praise. Never belittle or berate a student.
- G. If you have an infant or toddler, please arrange for appropriate daycare.

IV. Confidentiality:

A. As a volunteer, you will be in close contact with students and staff members. You must respect the privacy of individuals and never discuss the progress and/or behavior of students, your observations about teachers, or staff members, or professional matters of a confidential nature that you might learn at any time outside the school. **IF CONFIDENTIALITY IS BREACHED, YOU MAY BE REMOVED FROM THE VOLUNTEER LIST.**

V. Student Discipline:

A. As part of our school rules, we do not tolerate the following behaviors from students:

1. Disrespect of other students, teachers, or staff members
2. Destruction of property
3. Aggressive physical behavior
4. Loud, abusive or foul language
5. Being in the building unsupervised
6. Inappropriate behavior when there is a substitute teacher
7. Disorderly conduct (especially in the hallways)
8. Poor behavior in the lunchroom
9. Wearing inappropriate attire
10. Harassment, Intimidation or Bullying of any kind (physical threats, sexual comments, etc.)

VI. Conclusion:

We all benefit when volunteers assist in our schools. We hope you find it an exciting, rewarding, and challenging experience. As a volunteer, you can have a positive effect in the lives of our youngsters. Please remember that it is about the children.

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VOLUNTEER APPLICATION SCHOOL YEAR 2023-24

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

E-MAIL: _____

I am related to the following student(s) at Lopatcong School District: _____

I am interested in volunteering for:

MIDDLE SCHOOL

- Library/Media Center (**requires HIB training**) School Store (**requires HIB training**)
- School Activities (concerts, field day, etc.) Chaperoning (dances, field trips)
- Veteran’s Day Other: _____

ELEMENTARY SCHOOL

- Library/Media Center (**requires HIB training***) School Store (**requires HIB training**)
- School Activities Other: _____ (Reading in the class or Field trips)

EMERGENCY INFORMATION:

Notify: _____ Relationship: _____

Phone: _____ Work Phone: _____

Address: _____

Physician Name: _____ Phone #: _____

Allergies: _____

Hospital Choice: _____

REFERENCES we need 2: (Please print) **Must complete 2**

NAME	ADDRESS	PHONE NUMBER

Lopatcong Township School District

Dear Lopatcong School District Volunteer:

N.J.S.A. 18A:37-15(b)6 and the Lopatcong Township School District Board Policy #R5512 authorizes the investigation of reports and violations and complaints of harassment, intimidation or bullying.

The State of New Jersey defines harassment, intimidation and bullying (HIB) as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as:

- Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or
- off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. (N.J.S.A. 18A:37-14)

As a volunteer, when you see an incident between two students that resembles the above definition of bullying, you **MUST** report it to a teacher or administrator **immediately**. Failure to report these incidents can hamper our efforts to stop HIB incidents where they start. You should also be aware that if you witness an event, you may be required to fill out a brief form describing what you saw so administration can carry on an effective investigation.

Thank you for taking the time to volunteer and assist Lopatcong School District students. Please sign below to acknowledge that you have read and understand the above HIB policy.

Your signature is your acknowledgement that you have read and understand the HIB law and your role as a volunteer in relation to HIB (Harassment, Intimidation and Bullying). For more information, on HIB, expectations, consequences, reporting procedures and prevention programs, [please refer to the online HIB policy](#). #5512

Name

Date