

# Point Road School Volunteer Handbook



Point Road School  
357 Little Silver Point Road  
Little Silver, NJ 07739  
732-741-4022



[@PointRoad2](https://twitter.com/PointRoad2)

*"Those who can, do. Those who  
can do more, volunteer."*

Author Unknown



*"When parents come to school regularly, it reinforces the view in the child's mind that school and home are connected and that the school is an integral part of the whole family's life."*

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## Welcome to Point Road School

Thank you for your interest in helping our school by being a volunteer. Our school depends on community support and people like you who are willing to give some of their time and expertise to help our school. We truly appreciate any time that you are able to help.

As a volunteer you should have a genuine interest in students, a professional commitment to your volunteer activity, regular attendance, a cooperative attitude, flexibility, and a willingness to participate in additional training, if needed.

Please read through this handbook before you volunteer, it has some wonderful tips and advice for how to make this a rewarding experience for you and for our students and staff members. When you have finished reading, please complete the Confidentiality Agreement, Volunteer Form and Handbook Verification Form and return to the main office.

If there is anything that we can do to help you make the most of your volunteer opportunity, please let us know by either stopping by the school office or via email to [palbert@littlesilverschools.org](mailto:palbert@littlesilverschools.org)

As we look ahead to the 2017 - 2018 school year, I want to thank you in advance for your valuable time and service and for your on-going commitment to Point Road School.

Sincerely,

*Pamela Albert Devine*

Pamela Albert Devine





## Little Silver Mission Statement

In partnership with families and community, the Little Silver Borough Public School District is invested in continued excellence by inspiring critical thinking, fostering intellectual curiosity, and promoting acceptance of individuals, allowing children to achieve their full potential as responsible, contributing citizens of an ever-changing global community.

## Point Road School Vision Statement

To provide an environment that will encourage students to become lifelong participants in the acquisition of knowledge.

## Point Road School Mission

The mission of Point Road School is to educate children and foster life-long learning by recognizing individual needs, developing academic, physical, social and emotional well-being, and promoting artistic expression.

## Point Road Beliefs

- We believe that each child has individual needs.
- We believe that effective instruction is engaging.
- We believe that a good school is physically and emotionally safe.
- We believe that good teachers develop a child's life-long love of learning.
- We believe that each child shares the responsibility for his/her own learning.
- We believe that everyone in our school is a learner and a teacher.

## Our School Rules

**To be respectful, responsible and ready to learn.**

## Point Road Elementary School Code of Conduct

We believe that children learn best and thrive socially when they are in a caring and safe environment.

We believe that behavior expectations should be clearly taught and understood and that we are all responsible for our actions and words. We also believe that each student has an important role in contributing to a healthy school culture.



## Student Behavior Expectations

### Acceptable and Unacceptable Behavior

**Acceptable behavior** is that behavior which contributes to a positive school community.

**Unacceptable behavior** negatively impacts the safety and/or learning of self or others.

### Consequences for Unacceptable Behavior

- We believe that behavior is complex, and our approach is personalized.
- Our commitment to collaboration extends to behavior support and parents will be contacted, when necessary, to be involved in solution driven problem solving.
- Our first response with a child is always to teach and support. We do this proactively and responsively. There are times; however, where more direct consequences are appropriate. In an elementary school context, consequences are 'logical' and happen as a result of the behavior or the time necessary to resolve the situation.

### Overview of the Handbook

This handbook will give you an overview of the school volunteer program and the variety of opportunities that you may choose to pursue. It is our hope that you will find personal satisfaction in volunteering at Point Road. Some of the options are:

- Join the PTO/EFLS
- Green Team Volunteer
- Lunch/Recess Volunteer
- Courtyard Volunteer
- Book Room Volunteer
- Chorus or Band Volunteer
- Art Show Volunteer
- Outreach Little Silver Volunteer
- After School Activity Volunteer; Kidz Art etc.

This handbook contains a few general guidelines that all volunteers should follow when working in school. They will help you to have a successful experience.



## Important Information

New Jersey laws protect students against invasion of privacy. For this reason we require all of our volunteers to read and sign a Confidentiality Agreement. This must be signed BEFORE you do any type of volunteer work.

## Safety First

Student safety is crucial to our school, therefore, you must always report to the main office to sign in and remember to pick up your Volunteer Badge with your name. Volunteer badges will be provided to individuals who have completed the necessary paper work and returned it to the main office.

Volunteers must wear their name badge for the duration of their time at school. This will ensure that students and staff can easily identify you. Any adult without a badge will be asked to return to the main office to sign in and gather their badge. Safety is vital to all of us; we pride ourselves in providing our students with the safest possible school environment. We appreciate your cooperation.

Please be aware that all of our doors are closed and locked at all times. DO NOT leave a door open when you go outside for recess. NEVER open a door and let another person enter the building. ALL people must enter via the main, front entrance. Also, some children may have "photography restrictions" and may not be allowed to be photographed. As a result, we ask that you NEVER take photos of students during lunch or recess times.

If you are volunteering during a Cultural Arts Program or after school activity, any photos that are taken MUST be approved by the school prior to being shared, posted on the website or on social media pages.

Please follow the directions of the staff supervisors in the event of a Security or Fire Drill during your volunteer time.

## Job Description

This position provides assistance and supervision for children during lunch, recess or afterschool activities to ensure a positive and safe environment.



## Expectations/Responsibilities

Please be prompt and consistent. We know there will be times when your own child is sick or something comes up making you unable to volunteer at your assigned date/time. Please let the main office know, as far in advance as possible. If you fail to show up on your appointed day or time, we will be short-handed making it more difficult for our other monitors. Please call the main office and leave a message (732) 741-4022.

### Guidelines

We expect all staff and volunteers to strive to set the kind of example for our students that will serve them well in their own conduct and behavior and contribute to a school atmosphere that is friendly but has a degree of formality. Try to model the methods utilized by the teachers and staff when working with the students. For example, the use of the raised hand as the sign to be quiet. All interactions with students should be professional and age appropriate. Please follow the rules as defined in the Point Road Code of Conduct. Remember it is OK not to know all of the answers; do not be afraid to ask questions!

### Tips, Suggestions and Helpful Hints

Acceptance: Each child is unique. Some children may look or act differently than your own children. Be willing to accept the uniqueness of each child.

Accidents: If a child has an accident, do not move the student from the location, inform the staff supervisor and the nurse will come to you. Never leave a hurt child unattended.

Appearance: All school volunteers should dress professionally.

Cell Phones: Cell phones should be on vibrate and not used during your volunteer time.

Confidentiality: ALL volunteers are expected to maintain confidentiality (as outlined in the Confidentiality Agreement) while working in school. All things that are seen or heard at school about children and/or their families should be considered privileged information and **MUST NOT** be discussed at home, in the community or in the school setting (Lobby, outside during drop off or pick up, etc.).





Discipline: School volunteers always work under the direct supervision of the professional staff. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will determine the necessary course of action. Also, please note that we expect our students to treat our volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss this matter with the staff member in charge or with the principal. Discuss any thoughts, ideas or questions with the principal or the staff member in charge. Do not let a misunderstanding become a problem.

Be patient when working with students, lunch and recess are the most "unstructured" times of the day and they are allowed to move about with more freedom. Speaking to the students in a calm, focused way will gain their attention and cooperation. Telling them directly what you expect of them and what the standards are for the activities will give them a framework to focus their efforts. With a warm smile and kind words you can accomplish so much!

Allergies: The Board of Education recognizes that pupils may have allergies to certain foods that may be life-threatening, and has developed a policy (5331 - Management of Life Threatening Allergies in Schools) to provide guidance to school personnel and parents. Because of the increasing number of students in our schools with severe allergies to certain foods, we have to continuously examine our procedures for providing food in school. During lunch certain students have assigned tables, please ask the teacher in charge if any of your students need to sit at a separate table.

Dependability: Please try to be dependable. Do not volunteer for more days/times than you are able to handle on a regular basis.

Dismissal: Volunteers are not to dismiss a student to their parent from either the playground or the cafeteria. ALL students must be signed out in the main office by someone on the Emergency Procedures Form.

Health and Safety: Please do not come to school to volunteer if you are not feeling well (cold, sore throat, or fever). It is important that we try our best to prevent the spreading of germs to our students and staff.



Praise: Use positive comments that will make children feel good about themselves even when they are having a difficult time. Try to use vocabulary that the students of that age can understand. Reinforce positive behavior; this will encourage them to try even harder. Try not to pay attention to the child who is attempting to gain your attention for negative behavior. You may try:

- "I like the way you are walking in the hallway...."
- "Good thinking, you made a good decision."
- "That is respectful behavior, thank you."
- "It looks like you have a plan on how to play together."
- "In two minutes, it will be time to clean up and sit quietly."

Student Names: Make every effort to call each child by his/her name.

Restrooms: Please use the adult bathroom ONLY; you should never use the student bathrooms.

Volunteers MAY NOT:

- Discipline students
- Take charge of a class following lunch or recess
- Have access to materials pertaining to any student
- Discuss student conduct or behavior with other parents
- Give students food or gifts
- Approach your child's teacher for impromptu conferences etc.

### Lunch/Recess Training

We will provide a short training so that you are familiar with all of the nuances of our lunch/recess and after school procedures. If you do not understand your role or responsibility for a specified task, please ask for clarification. We are always happy to explain! Our goal is to make our home/school collaboration as supportive and meaningful as possible.



## Lunchroom Rules

### Responsible Behavior

- Sit properly at the table, eating as if you were at home and stay in your seat
- Raise your hand if you need something
- Be quiet as soon as the quiet sign is raised or an adult is at the microphone
- Be kind to classmates
- Use good manners and kind words
- Talk quietly
- Walk to and from the cafeteria
- Only have food at table, no games or toys
- Recycle using appropriate trash cans
- Clean up your own area, including anything that you drop on the floor.



## Playground Rules

1. Must drop straight down on dismount from rings and bend knees when you hit the ground
2. NO running on the structure
3. You must be able to reach the rings on your own before using them
4. Tire swings and swings
  - Form two single file lines next to poles in corner near gym wall
  - Once a student is done with swings next student in the line replaces that student
  - 5 minute time limit to be monitored by Aide stationed at the swings and tire swing
  - NO jumping off of swings, come to a complete stop and walk off.
  - Two students per tire with feet inside of tire hole, one student can be pushing tire
5. Challenge Center (Fireman's Pole) - Climbers can go up or down.
6. Climbing Wall- one student at a time
7. Clover Climber- 2 students on at a time
8. Crazy Eight Climber- 2 students at a time
9. Chain Ladder- 2 students at a time (up and down)
10. All Slides
11. Feet first going down
12. Student must be off the slide before next student goes
13. NO CLIMBING UP THE SLIDES ONLY SLIDING DOWN
14. Platform Deck- NO RUNNING ON UPPER PLATFORM!!!
15. Climbing Wall can only be used to climb up to platform deck (NO EXCEPTIONS!! UP ONLY!!)



16. NO SKATEBOARDING at ANY time!

17. NO DOGS

**Responsible Behavior**

- Include everyone in play, take turns
- Line up quietly when whistle blows
- Report accidents or problems to the teacher in charge

## Courtyard Responsibilities

1. Access to the courtyard must be with a teacher or other trusted adult. NO ONE should be in the courtyard alone.
2. NO running on the paths or on the amphitheater seats
3. Walk on the paths, stone walkways only. DO NOT walk or run through the gardens
4. NO picking up or throwing stones
5. NO dropping stones in the ponds
6. NO hands or feet in the pond areas
7. NO playing with the hoses or sprinklers
8. Chess pieces are for playing chess. They are not to be picked up, swung around or sat upon!
9. All trash must be put in the trash containers or taken back to your classroom to be thrown away.

**Responsible Behavior**

- Take turns playing chess or with the other instructional activities
- Include everyone, take turns
- Walk
- Report anything that looks damaged or broken to your teacher



### Kindergarten Recess

1. Upon arrival recess aides can knock on classroom door and enter.
2. The Recess Supervisor (Mrs. DeRosa/Mrs. Moore) will signal the class to be quiet and proceed to the doors. Aides should count students prior to leaving the building.
3. At recess report any and all incidents to Mrs. DeRosa/Mrs. Moore
4. Before sending a student to the nurse inform Mrs. DeRosa/Mrs. Moore
5. Refer to the map and know your assigned location and stay within the general vicinity.
6. Should a student need to use the bathroom they are to sign out with designated monitor (Lisa Perfetto/Mrs. McMullin). No student will be dismissed to bathroom within the final 5 minutes of recess.
7. At the sound of the whistle students will line up at their designated area. Any student purchasing lunch should be in the front of the line. Aides should again count students.
8. At the end of recess Mrs. DeRosa/Mrs. Moore will dismiss the classes one a time to return to the building.



### Kindergarten Lunch

1. Upon return from recess students will enter classrooms and wash their hands.
2. Lunch supervisor (Mrs. Cuffari or Ms. Ryan) will be stationed in the cafeteria.
3. The lunch aides will signal the class to be quiet and proceed to the lunchroom. Aides should count students.
4. Lunch buyers- Students will drop lunch boxes off at table and then proceed out the doors to the tech hallway to start the lunch line. Students should have their money in their hands.
5. Lunch aides should circulate their assigned table and assist students in opening any packages and reminding them to stay seated.
6. Snack will be announced by the lunch supervisor (Mrs. Cuffari or Ms. Ryan)



7. Bathroom-Lunch aides will put clip on student before using bathroom. Only 2 boys and 2 girls can be out at a time.
8. At 11:52 aides will help students to dispose of trash in the receptacles.
9. Lunch supervisor (Mrs. Cuffari or Ms. Ryan) will announce clean up and ask students to throw out garbage and return to their seats.
10. When classes are cleaned up and ready, lunch supervisor will dismiss each class.
11. Students will walk back and will sit in hallway outside of their classrooms and wait for their classroom teacher.



### **1<sup>st</sup> and 3<sup>rd</sup> Grade Lunch**

1. Students are dropped off by their classroom teacher to the lunchroom.
2. Any student purchasing lunch must walk down the "Tech" hallway.
3. Lunch aides should circulate their assigned table and assist students in opening any packages and reminding them to stay seated.
4. Students should utilize this time to use the bathroom.
5. Snack will be announced by the lunch supervisor (**Clause**)
6. At the end of lunch students will be asked to throw out their garbage and by class will be dismissed.



### **1<sup>st</sup> and 3<sup>rd</sup> Grade Recess**

1. After lunch, students will return their lunch boxes to their cubbies and sit outside their classrooms.
2. Senora Natoli will open the doors by Ms. Strauss' room (312) and proceed to the blacktop.
3. The recess aide will signal the class to be quiet and proceed to the doors.
4. The 3<sup>rd</sup> grade will proceed in one continuous line and proceed to the doors.
5. The 1<sup>st</sup> grade will proceed to the gym doors.
6. At recess report any and all incidents to Senora Natoli
7. Before sending a student to the nurse inform Senora Natoli



8. Refer to the map, know your assigned location and stay within the general vicinity.
9. Should a student need to use the bathroom they are to sign out with designated monitor (Lisa Perfetto/Mrs. McMullin). No student will be dismissed to bathroom within the final 5 minutes of recess.
10. At the end of recess Senora Natoli will dismiss the classes, the 1<sup>st</sup> and 3<sup>rd</sup> grades will sit in hallway outside of their classrooms and wait for their classroom teacher.



### **2<sup>nd</sup> and 4<sup>th</sup> Grade Recess.**

1. Supervisor (Mrs. Capone/ Ms. Ford) will open the doors at the end of the hallway.
2. The recess aides will accompany the classes as the walk quietly in a continuous line out of the building.
3. At recess report any and all incidents to (Mrs. Capone/ Ms.Ford)
4. Before sending a student to the nurse inform (Mrs. Capone/ Ms. Ford)
5. Refer to the map, know your assigned location and stay within the general vicinity.
6. No student will be dismissed to the bathroom within the final 5 minutes of recess.
7. At the end of recess (Mrs. Capone/ Ms.Ford) will dismiss the classes based on who is quiet and ready.



### **2<sup>nd</sup> and 4<sup>th</sup> Grade Lunch**

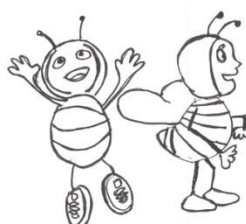
1. When classes are ready and quiet aides, will walk them to the lunch location (courtyard/multipurpose room)
2. Lunch aides should circulate their assigned table or general area in courtyard.
3. Snack will be announced by the lunch supervisor (Mr. Russoniello)
4. At the end of lunch, students will be asked to throw out their garbage and by class will be dismissed.



At Point Road Elementary School, all students are trained to use the **De-Bugging** strategy to deal with interpersonal conflict:



Step 1. Ignore



Step 2. Move away



Step 3. Talk Friendly



Step 4. Talk firmly



Step 5. Get adult help



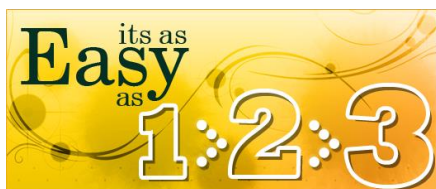




**GET  
INVOLVED**  
Be a volunteer and reap the rewards

Volunteering is a privilege not a right. All volunteers serve at the sole discretion of the building principal. Sometimes a volunteer placement or job may not be a good for the volunteer or for the school. Consistent misbehavior from your own child or children or disrespectful behavior by your own child or children or yourself may result in ineligibility for volunteering. If your volunteering does not work for you, for the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment.

Volunteering at Point Road School is as Easy as 1, 2, 3!



1. Read the volunteer handbook so that you are familiar with our school's rules, guidelines and procedures.
2. Complete the volunteer checklist
3. Sign the Policy Receipt Form, Confidentiality Form and the Handbook Verification Form and return to the school office.



## **Appendices of Volunteer Policy and Forms**

- Appendix A: Volunteer Checklist
- Appendix B: Point Road School Cafeteria/Playground Conduct Report
- Appendix C: Little Silver Board of Education Confidentiality Agreement
- Appendix D: School Volunteers - Policy #9180
- Appendix E: Volunteer Form, Policy Receipt Form and Handbook
- Appendix F: Q&A



## Appendix A: Volunteer Checklist

Name: \_\_\_\_\_

- I have read the Volunteer Handbook
- I have read and signed the Confidentiality Agreement
- I have completed the Volunteer Form and Volunteer Handbook Verification Form
- I have participated in a Volunteer training session
- I know how to sign up to volunteer on the website
- I know where to sign in at the main office and how to get my name badge
- I know the School Rules and procedures
- I know the School Security and Fire Drill Procedures
- What to do if I am unable to attend a session that I signed up for
- I know what is expected of me



As a volunteer, you not only serve the needs of the children, you also provide a vital link between the school and the community. Students, their parents and the community will view you as someone that represents the school. They will pay close attention to what you say about the school. You will have the opportunity to share many positive things that go on in the school. As a parent we want you and the community to be proud of our school. Always remember that you are not allowed to share confidential information.



Thank you for volunteering at Point Road School.  
Our staff and students appreciate your time and contributions!



## Appendix B: Point Road School Cafeteria/Playground Conduct Report

Point Road School  
Responsibility Report

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Reporting Staff Member: \_\_\_\_\_

Location:  Classroom/Special Subject  Hallway  Bathroom  Playground  Cafeteria  Bus  After School

**Expectations for our students: Respectful, Responsible, Ready to Learn**

*(Please check the expectation(s) the student had difficulty with)*

<b>Expectations with Peers</b>	<ul style="list-style-type: none"> <li>• Work cooperatively with others</li> <li>• Keep hands and feet to yourself</li> <li>• Be kind to the other students</li> <li>• Play fairly, share and help others (those who fall down, are less skilled, or make mistakes)</li> <li>• Include everyone</li> <li>• Show respect for others and their personal space</li> <li>• Maintain a calm voice when problem solving</li> </ul>
<b>Classroom/ Special Subject Expectations</b>	<ul style="list-style-type: none"> <li>• Accepts consequences for actions</li> <li>• Participates in discussions/activities with relevant information</li> <li>• Speaks at appropriate times</li> <li>• Focused and listens attentively</li> <li>• Displays organizational skills</li> <li>• Follows directions</li> <li>• Makes good use of free time</li> <li>• Works independently</li> <li>• Completes classroom assignments on time</li> <li>• Completes homework assignments on time</li> </ul>
<b>Hallway Expectations</b>	<ul style="list-style-type: none"> <li>• Walk to your class area and be seated (morning, lunch/recess)</li> <li>• Read a book, talk quietly with a friend, stay seated (morning)</li> <li>• Show respect during Pledge of Allegiance (stand quietly, remove hats, etc.) (morning)</li> <li>• Only enter a classroom when a teacher is present</li> <li>• Walk slowly, safely, and aware of your surroundings</li> </ul>
<b>Bathroom Expectations</b>	<ul style="list-style-type: none"> <li>• Use bathroom for bathroom purposes only</li> <li>• Use the sink for only washing your hands</li> <li>• Push button one time for soap</li> <li>• Pull only once for paper towels</li> <li>• Place garbage in trash cans</li> <li>• Spend just the time you need</li> <li>• Greet other students quietly and maintain short conversations, if any</li> </ul>
<b>Playground Expectations</b>	<ul style="list-style-type: none"> <li>• Follow the rules of the game</li> <li>• Play safely</li> <li>• Use equipment properly</li> <li>• Follow instructions given by supervising adults</li> <li>• Return items to the barrel</li> </ul>



	<ul style="list-style-type: none"> <li>• Line up when the whistle is blown</li> <li>• Report accidents or problems to the teacher in charge</li> </ul>
<b>Cafeteria Expectations</b>	<ul style="list-style-type: none"> <li>• Speak in soft voices</li> <li>• Remain seated</li> <li>• If you need help, raise your hand</li> <li>• Treat the people working in the cafeteria nicely and respectfully</li> <li>• Clean up after your lunch</li> </ul>
<b>Bus Expectation</b>	<ul style="list-style-type: none"> <li>• Stay seated and against walls in the hallway while waiting for the bus inside school</li> <li>• Obey the bus driver, aide and safety patrol at all times</li> <li>• Stay seated on the bus, with the seat belt fastened</li> <li>• Talk in a quiet voice</li> <li>• Tell the aide or bus driver if someone on the bus is not following the rules</li> </ul>
<b>After-School Expectations</b>	<ul style="list-style-type: none"> <li>• Always know what the plan is for after school; who is picking you up, what room are you going to, etc.</li> <li>• If I do not see my parent/babysitter at our after school meeting place, I will return, immediately to the school office and call home.</li> <li>• Report to the activity or club immediately after school</li> <li>• Ask the person in charge if you need something, like having to go to the bathroom</li> </ul>

**Description of Incident & Consequence(s):** \_\_\_\_\_

**Student Reflection**

(This may be completed independently by the student or in cooperation with an adult.)

What did I do? (Unexpected behavior) \_\_\_\_\_

Why did I act or respond this way? \_\_\_\_\_

How did my actions affect others? \_\_\_\_\_

How did the other people who were affected feel about my actions? \_\_\_\_\_

What can I do now? \_\_\_\_\_

What can I do in the future to keep this from happening again? \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If applicable.....)*

***\*All responsibility reports are scanned by reporting staff member for electronic storage and emailed to the School Counselor and Building Principal***



## Appendix C

### Little Silver Board of Education

#### Confidentiality Agreement

I, \_\_\_\_\_, understand that as an employee of the Little Silver Board of Education ("District"), I have or may have access to confidential student and/or personnel information.

I agree not to publish or disclose to anyone, including but not limited to parents, the public, the community or District employees, any information obtained through my volunteering with the District.

Such information shall include but is not limited to: personnel or student information, records, attendance information, and personal information obtained from or about employees or students' families obtained in the course of volunteerism. All personal information relating to students obtained through my volunteerism with the District shall be kept confidential.

I understand that this Agreement places me, on notice that a breach of confidentiality may subject me to discipline, including but not limited to a letter of reprimand, and/or removal from my position.

I understand the discretion as to the level of discipline shall be retained by the District.

Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_



Appendix D  
School Volunteers - Policy #9180

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 is not required to 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: 8 October 2009 Revised: 26 January 2012



## Appendix E

### Volunteer Form, Policy Receipt Form and Handbook Verification Form

Name: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Child or Children's Names and Teachers:

Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Emergency Contact Person Name: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

When are you available to volunteer? (Please specify day, hours, or specific jobs or events)

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### Volunteer Policy Receipt and Handbook Verification Form

As a volunteer in the Little Silver Public School District, I am in receipt of Board of Education Policy #9180 regarding volunteerism. I will adhere to the parameters set forth in this policy.

I, \_\_\_\_\_ (Please print your name) have read the Point Road School Volunteer Handbook. I understand and agree to abide by the guidelines set forth in Policy #9180 and the Volunteer Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Q&A

1. **What are the qualifications to become a volunteer?** First and foremost is the desire to help the staff and students at school. You must be willing to follow all district and school policies and procedures, as well as, the willingness to make a definite time commitment.
2. **May I bring my other pre-school children with me?** No, due to liability issues, we are not allowed to have our volunteers bring any other children with them when they come to volunteer.
3. **May I volunteer in with my child's class?** We prefer that parents are assigned to other classes or grades. Sometimes when children see their parents in a volunteer setting they have a more difficult time following the rules.
4. **What are my responsibilities?** A noon hour aide is a person who, under the direct supervision of the principal, teacher supervisor or other designated personnel, assists in the supervision of pupils. Aides are not to relieve teachers of their teaching responsibilities but are intended to relieve teacher of non-teaching tasks during the noon hour. The designated staff person in charge is the person that all issues must be reported to, including written conduct reports etc. **NEVER leave children unattended or unsupervised.** If it is necessary to leave your assigned spot or group, please notify the staff person in charge or another aide so that someone can fill in until a substitute can be assigned.

### **In addition you should:**

- Be at your assigned spot/station at the assigned time, please do not be late!
- Maintain good visual contact with the students. Keep moving and circulating among the students and be alert at all times.
- Please make sure that the students are following the Point Road Student Code of Conduct and all school rules. Report any infractions of these to the staff person in charge. Complete the written report form if instructed by the staff person in charge.
- Always remain with your assigned class until you are relieved by the teacher. If you find that your teacher is returning late, on a regular basis, please report this to the principal so that it can be remedied. Lateness in any of the time frames, impacts the next assignment.
- Report all strangers or "visitors" to the playground that do not have a name badge to the staff person in charge and/or the principal.
- Take necessary steps to prevent injury.



5. In the event of an emergency (fire drill or security drill or other similar event) assume responsibility for your assigned students and follow school procedures. Immediately take attendance and notify the staff person in charge if anyone is missing.
6. Be aware of potentially dangerous conditions on the playground or in the school. Either correct the problem immediately or in the school and report it immediately to the staff person in charge or to the building principal. For example; broken playground equipment, broken glass, tree branches, large stones, sharp edges, slippery floors etc.