

## **Clinton Township Schools Volunteer Manual, 2017-2018**

Welcome to the Clinton Township School District and thank you for your interest in supporting our schools! There are many opportunities for volunteers in our schools and we look forward to working with you to match your interests and talents with our areas of need. We ask that you read through the information in this packet and contact your child's school with any questions.

### **Please read the following District Policies and Regulations:**

Participation By The Public Policy and Regulation 1200

Missing, Abused and Neglected Children Policy and Regulation 8462

Harassment, Intimidation and Bullying Policy 5512 and Regulation 5512

***You must review the above policies and complete the online Statement of Assurance for Volunteers and the Volunteer Information form online prior to volunteering. These forms must be completed each year, and before your first volunteer session. Thank you!***

### **School Contact Information:**

#### **Spruce Run School, Grades PK-1**

Principal: Melissa Goad

Secretaries: Annette Guenther, Nancy Paul (AM only)

Phone: 908-735-7916

Email: [mgoad@ctsdnj.org](mailto:mgoad@ctsdnj.org)

#### **Patrick McGaheran School, Grades 2-3**

Principal: Mary Postma

Secretaries: Marianne Della Serra, Brenda Butler (PM only)

Phone: 908-735-5151

Email: [mpostma@ctsdnj.org](mailto:mpostma@ctsdnj.org)

#### **Round Valley School, Grades 4-6**

Principal: Sue High

Assistant Principal: Tom Connolly

Secretaries: Chelsey Saturne, Cindy Christopher (AM only), Melissa Shannon (PM only)

Phone: 908-236-6341

Email: [shigh@ctsdnj.org](mailto:shigh@ctsdnj.org), [tconnolly@ctsdnj.org](mailto:tconnolly@ctsdnj.org)

#### **Clinton Township Middle School, Grades 7-8**

Principal: Judi Hammond

Assistant Principal: Michele Cone

Secretaries: Elizabeth Saccente, Cindy Gugliandolo (AM only), Jean Hansen (PM only)

Phone: 908-238-9141

Email: [jhammond@ctsdnj.org](mailto:jhammond@ctsdnj.org), [mcone@ctsdnj.org](mailto:mcone@ctsdnj.org)

**District Mission Statement:** The Clinton Township School District, in partnership with the community, achieves excellence for each child by ensuring a meaningful and challenging educational experience in a supportive environment, developing lifelong learners who are responsible and productive citizens.

### **Volunteer Program Goals**

- To offer assistance to individual students in order to help meet their educational goals
- To enrich the educational program and student experiences
- To assist teachers and staff in maximizing their effort to meet the educational needs of every student and assist teaching staff members in the performance of their duties
- To assist with the process of public education as it relates to students, schools, and the community and to enhance the relationship between the school district and the community
- To support the mission of the Clinton Township School District

### **Volunteer Qualifications**

- An interest and concern for children's education and a concern for Clinton Township Schools
- The ability to relate to all children in a warm and positive way
- Dependability and promptness
- Respect for the rights of confidentiality and the need for confidentiality
- Awareness and understanding of Universal Precaution procedures
- Flexibility, friendliness, patience and optimism
- A sense of humor
- An agreement to abide by Policy and Regulations 9180-School Volunteers, 8462-Reporting Potentially Missing or Abused Children, and 5512-Harassment, Intimidation and Bullying

### **What Can Volunteers Expect?**

- Staff members who truly appreciate the time and energy being given for the betterment of our children
- An individual and collective commitment to making the lives of children better
- Activities that are planned in advance by the teacher
- Appropriate resources in order to make volunteering enjoyable and easy
- Specific classroom rules and teacher support with student management
- Respect and recognition of their efforts

### **Volunteer Code of Ethics**

- Attitude: How you view your time and experiences with children has an enormous impact on how the children view you. Smiles and kind words make all children feel that they are important and needed.
- Dependability: Our teachers plan for activities that require the use of volunteer support. Please make sure that if you commit, you are able to follow through with your commitment.
- Communication: Ask us anything! The entire school staff wants you to have a great experience! No question is a silly one. We are always here to answer.
- Confidentiality: Confidentiality is crucial to the success of our volunteer program. All student information must be kept in the strictest confidence.
- Respect: It is important that all volunteers model appropriate actions and words for all students and respect the individuality, dignity and worth of each child.

### **Universal Precautions & Health Office Information:**

Universal precautions should be practiced at all times.

- Everyone is a potential carrier of HEPATITIS B/HIV and care must be taken with exposure to all body fluids.
- Measures to reduce the risk of transmission of communicable disease include
  - Frequent, thorough hand washing
  - Use of gloves or another barrier in the presence of body fluids.
- If exposure occurs, wash hands and clean surfaces.
  - Contact the health office immediately.
  - Place contaminated items in a sealed bag.

### **Other health office concerns:**

- Please be aware of the following needs among our students:
  - Need for Inhalers
  - Life threatening allergic reactions
  - Seizures
  - Diabetes
  - Other serious medical concerns or injuries
- Please be aware of any specific allergies in each classroom.
- Always ask the staff with you for help if you are concerned about a student.

### **Frequently Asked Questions:**

*If a student I am working with complains of a sore throat, may I give the child a cough drop?*  
Medication of any type should not be given to students. Please let the teacher know that the child complained of not feeling well and he or she will refer the child to the school nurse. No one other than the school nurse may distribute any medications, cough drops included.

*I am a local coach. May I distribute information about my team to the students?*  
Any information given to students must come through the business office. Any flyers distributed must have our Superintendent's approval.

*Am I allowed to discipline a student?*  
Any disciplinary matter should be immediately referred to the teacher. Volunteers should not be involved in student discipline.

*Is there a dress code for volunteers?*  
Volunteers should dress appropriately and in accordance with the school district dress code.

*If I run into the parent of a student with whom I have worked, can I share what we did in school?*  
Volunteers must sign and adhere to a strict policy of confidentiality. No information is to be shared with anyone outside of the school.

*I am not sure what to do with the information given to me by a child.*  
Any questions or concerns should be addressed to the classroom teacher immediately.

*May I give a student something to eat?*  
Due to possible food allergies, students should not be given any food.

### **Things to Remember When Volunteering**

- Please turn off your cell phone.
- Always sign in and out at the main office and keep visitor's badge visible.
- Only volunteer at times when siblings may remain at home.
- Use adult restrooms.
- Have fun!

If you should ever have any questions or concerns at any time, please contact your building principal. Thank you for being involved!

*What we do during our working hours, determines what we have;  
what we do in our leisure hours, determines what we are.*

*\*George Eastman*