

Brick Township Public Schools Community Volunteer Program Handbook

**Mr. Walter Hyrcenko, Superintendent
Mrs. Patricia Lorusso, Assistant Superintendent**

Welcome....

As a valued member of our school family we welcome you to the volunteer program of Brick Township Schools. We appreciate your donation of time to help us as we endeavor to continue the excellence that has become our schools' reputation throughout Brick Township, Ocean County and New Jersey. We strive to maintain the highest standards of professionalism for our faculty, staff, and now our community volunteers. We are concerned for the well being of each and every student and continually remind ourselves that we are role models for our children. With your help, this volunteer program will benefit our teachers, parents and most of all our students. This cooperative effort between volunteers and school personnel will distinguish the Brick Schools as outstanding learning institutions. We look forward to a long and mutually rewarding experience together.

Criteria for becoming a volunteer

- Ask for an application from the school office or contact Magda Diaz, the district's Community Liaison at 732-262-2590 x 1528
- All prospective volunteers **MUST** pass a security or criminal background check. This is done by swiping your driver's license through a T-Pass system before being allowed into the building.
- You must be 21 yrs. of age or the parent of a student in the school you wish to volunteer.
- If you are volunteering more than 20 hrs. a month you will be asked to undergo a Mantoux test for tuberculosis according to state law. Provisions for this test may be done through the school nurse at no cost to you.

Procedures and Guidelines

Sign In-Sign Out

All volunteers must sign in upon arrival and sign out when leaving the building.

Identification

Upon entrance into the building your picture will be taken in the office and an identification sticker is automatically created for you to wear. This identification will be worn for all to see as proof and assurance that you should be in the building while students are present.

Emergency Form

Please make sure to obtain and fill out an emergency form from the Community Liaison or School Nurse to be put on file in the Nurse's office. Should an emergency situation arise while you are volunteering we will know what procedures to follow on your behalf.

Personal Belongings

As with our faculty and staff, all personal belongings are your responsibility. We strongly advise that anything of value be kept with you at all times.

Pre-school or Kindergarten Children of Volunteers

Since we have no way of accommodating young children of volunteers while you are volunteering, it would be inappropriate for young children to accompany you. We ask that other arrangements be made for these future BRICK SCHOOL STUDENTS.

Faculty Room/Staff Room

The faculty room is reserved for the use of teachers and staff only.

Dress Code

Please dress comfortably in appropriate school attire.

Fire Drills

Fire Drills are conducted at least twice a month as required by New Jersey State law. In the event of a fire drill you must leave the building via the nearest exit. Children are required to be supervised by a teacher who will verify to the building administrator that all children are accounted for during the fire drill. Wait for the Principal's instruction to re-enter the building.

Inclement Weather

In the case of inclement weather there are several ways to find out about school delays or closings. You may tune into Channel 20 on your local cable television set, click onto our district website at www.brickschools.org, or tune to 92.7 on the FM dial of your radio.

Rest Rooms

Acquaint yourself with the location of the closest Adult restroom near the area where you are working.

Hints on being a good volunteer

Be dependable and reliable

Many activities that involve working with students, teachers, and staff may be planned with your assistance in mind. It is important to let us know as far in advance as possible if you cannot be here at your scheduled time.

Be Friendly

We, at Brick Schools, hear from our visitors, colleagues from other schools, substitutes and parents of how they find this district very friendly and approachable. We are proud of that reputation and are sure that you, as a volunteer in our schools, will experience the friendliness and help us to continue the tradition.

Be patient

Working with children is one of the most rewarding experiences in which one can participate. Patience, however, is a quality that even the most seasoned teacher must have in abundance. Working with children requires a tremendous amount of preparation, thought, anticipation, leadership and patience. Staying calm, assessing the situation and reacting in a quiet, firm but positive manner usually results in a problem resolved with a win/win situation.

Be Flexible

Murphy's Law is alive and well in all aspects of daily life. We endeavor to anticipate possible situations and a response before they occur. This, however, is not always possible. Copy machines break down, some unforeseen event backs up lunch and even buses are late

due to heavy traffic. Flexibility is essential to the functioning of a school whether it is in the classroom, the lunchroom, or school wide. It all contributes to making things interesting!

Sharing Ideas

Be creative and inventive but remember that the teacher always has the primary supervision and teaching responsibility and is accountable for every child's safety and education.

Be respectful of Board policy and school rules

Nearly every board policy and school rule is based on common sense, promotes the safety and well being of our children or is in some way necessary to maintain a learner friendly environment for our students. If you are not sure of the policies, rules, etc., please feel free to ask and we will be happy to give you the answer.

Be Confidential

We are very strict about protecting our students' confidentiality. New Jersey State Law as well as Brick Township Board of Education policy is very specific about protecting the confidentiality of student information and the consequences resulting from disregarding those laws and policies. As a member of our school family it is possible (but not likely) that you may hear or see information that is of a confidential nature. We must ask that it remain confidential.

On the advice of the NJDOE, all suspected incidents of child abuse must be reported to DYFS and to the local police department.

We thank you for your participation in our volunteer in our volunteer program, and we admire your commitment and devotion to improving education in Brick Township.

“We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop.” Mother Teresa

Thank you.