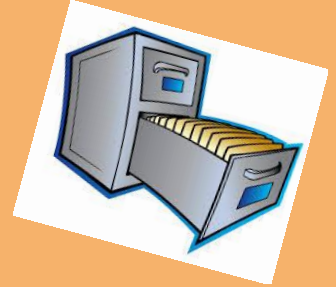
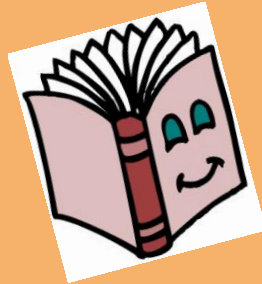




# Parent Volunteer Training

# CEL Volunteer Training

- Thank you for supporting our Lawrence students and faculty
- Volunteers are an essential part of our school community
- Opportunities:
  - Academic areas
  - Clerical areas
  - Main office needs
  - Committees



# Objectives

Volunteers have the right to know the district expectations and their rights and responsibilities.

We will cover:

- Guidelines
- Harassment, Intimidation & Bullying
- Safety and Security
- Confidentiality

# Guidelines

- Always sign in and sign out at the main office
- Obtain a pass with your name
- Communicate with the teacher about the time you are coming and the reason
- No photography or video can be taken
- No outside food or drink (other than water)
- Siblings are not permitted

# Guidelines

- Refrain from using your cell phones other than emergencies
- All discipline issues should be referred to a faculty member
- Maintain a professional, positive attitude

# Confidentiality

- Respect the teachers' and students' right to privacy
- Many things you may see or hear are strictly confidential and cannot be shared with anyone
  - Student behaviors, academics, or personal information
- Refrain from discussing your own child with the teacher
- When your volunteer time is done, allow your own child to stay in school for the remainder of the day

# Safety and Security

- During a safety drill or true emergency
  - Follow the directions from the faculty member
  - Refrain from using cell phone
- Enter through main office only and sign in.
- **DO NOT OPEN** the door for others to enter.

# Safety and Security

For your safety as well as our students:

- A faculty member must always be present when a volunteer is working with a student
- Always be within sight of a faculty member
- If you need to leave the area, communicate with the faculty member



# Safety and Security

For your safety as well as our students:

- Keep your personal belongings out of the reach of students
- Alcohol and tobacco products are prohibited in the building or on school grounds
- Be aware of blood-borne pathogens

# Understanding HIB

Harassment, intimidation & bullying (HIB) means 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
- that takes place on school property, at any school-sponsored function, or on a school bus; or off school grounds, as provided for in N.J.S.A. 18A:37-15.

# Understanding HIB

- that substantially disrupts or interferes with the orderly operation of the school or the rights of other students
- 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

# Understanding HIB

- has the effect of insulting or demeaning any student or group of students
- 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.

# HIB vs Conflict

## Conflict

- Equal Power
- Accidental
- Mutually Competitive or opposing action (argument, disagreement, fight)

**Example:** Student A and Student B begin to argue over a game on the playground. Student A calls Student B a liar and they begin to push one another.

## Possible HIB

- Imbalance of Power
- Purposeful
- One-Sided: intent is to physically or emotionally harm

**Example:** Student A tries to play a game with their peers and Student B says, “You can’t play because you’re fat.” Student A is overweight and Student B convinces the other students to not play with him/her.

# Reporting an Incident

- Report any incident to a faculty member as soon as possible.

# Thank You

Thank you for taking the time to volunteer for our students.

