

VOLUNTEER GUIDELINES

Thank you for your interest in becoming a volunteer for SSES! Volunteers make a valuable contribution by committing time and energy to helping students succeed. Your efforts and the efforts of our other volunteers help to make our school the exceptional place that it is.

VOLUNTEER REQUIREMENTS

1. **Clearances:** All volunteers must have their PA Child Abuse, PA State Background Check completed, and proof of COVID-19 vaccination turned into the school office prior to volunteering. Any volunteer who is attending an overnight field trip or will be alone with any students must have the FBI Clearance with fingerprinting on file with the office prior to the volunteer day.
2. **Entering/Leaving Building:** Anyone entering the building must sign in and out and also wear a visitor badge at all times. Please document all volunteer hours by recording your hours in the office at the front desk. It is very important to us to know who is on campus at all times. Volunteer badges help alert us to any strangers who might be on campus.
3. **Visiting:** All visitors on campus should have a designated purpose for their visit, and a designated role or responsibility. Visitors may not loiter on the school campus.
4. **Teacher Visibility:** Visitors working in a classroom must be in the sight line of a teacher at all times.

VOLUNTEER TIPS

To ensure the most productive and positive experience for classroom volunteers, following these helpful tips:

1. Set up a preliminary conference with your teacher or coordinator to discuss scheduling and duties. Teachers plan around your help so please adhere to the schedule. Call the office in advance if you need to cancel your volunteer time on a particular day or email the teacher directly.
2. Treat your child as you would every other child in the class. Too much interaction can be disruptive to your child as well as his or her classmates.
3. Respect that a teacher's desk and closet are private.
4. Never discuss any child's classroom performance or behavior.

5. Save all questions regarding your child's performance or behavior in school for a conference.
6. Make appointments to confer with your child's teacher before or after school, not during your volunteer time.
7. Teachers, not volunteers, are responsible for communication to parents. If you have an issue, please discuss it with the teacher.

VOLUNTEER EXPECTATIONS

Cell Phone Usage: Exchange cell phone numbers with the teacher on the day of the field trip just in case there is an emergency. Please put your cell phone on vibrate mode when working on campus as cell phone ring tones and conversations are disruptive to the learning environment.

Confidentiality: All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.

Field Trips: Current copies of insurance and driver's license must be on file in the office prior to the field trip. Unscheduled stops when chaperoning students on a trip (treats or snacks or unplanned visits to nearby stores or gift shops) cannot be made. While we love siblings, younger siblings cannot attend field trips because of liability issues and possible distractions when monitoring assigned groups. Carefully follow all instructions given by the teacher and enjoy the day!

Student Concerns: Volunteers are responsible for understanding and using the specific approach demonstrated by the teacher/staff so that the children are dealt with consistently and fundamental concepts are followed. All discipline is to be conducted by teachers and administration, not volunteers or visitors. If you feel that a student may need discipline, make a referral to the teacher in charge.

Child abuse shall be defined as any mistreatment or neglect of a child by an adult resulting in serious injury or harm to the child. Any volunteer who suspects child abuse should notify the child's teacher. If the teacher is not available, contact the Interim Head of School. It shall be their responsibility to determine whether child abuse is suspected as per the State Code and whether a report will be made.

Younger Siblings: Check with your child's teacher before bringing a younger sibling to class. We are committed to a quiet learning environment. Sibling participation in class during your volunteer hours will be left to individual teachers' discretion. However, your younger sibling must always be within your sight and must be your immediate concern. Note: Siblings may not accompany parents on field trips.

IMPORTANT INFORMATION

People to Know:

- Interim Head of School: Danielle Cobb
- Dean of Students: Emily Hand
- Office Manager: Keya Shell
- Business Manager: Denise Paran
- Building Substitute: Farheen Amin

School Procedures to Know:

- Fire Drill: Exit the nearest outside door that is not blocked.
- Parking: Volunteers may park

Please note that visitors may be restricted in the building at any point during the school year based on the health pandemic.



St. Stephen's Episcopal School

Application/Checklist for Volunteers

Please use this application to complete the process to become a volunteer at St. Stephen's Episcopal School. All items must be complete before submitting them to the Office Manager. All paperwork must be submitted at least 24 hours prior to the event so that all your information can be input into School Guardian, our visitor registration system. You will need to bring your driver's license with you on your first volunteer day once approved.

Volunteer Guidelines - I have received, read, and understood the Volunteer Guidelines. I agree to abide by the rules outlined in this document. By signing and returning this form, I acknowledge that I agree and will comply with the guidelines set forth by St. Stephen's Episcopal School. I also understand that my volunteer services are terminable at will, whether by myself or St. Stephen's Episcopal School.

Volunteer Name (Print)

Signature/Date

_____ Act 34 PA State Police Criminal Check Clearance (attach a copy)

_____ Act 151 PA Child Abuse History Certification (attach a copy)

_____ Act 114 FBI Fingerprinting Criminal History Check (attach a copy if required)

_____ Volunteer Affidavit (complete if Act 114 is not required and sign & attach)

_____ Proof of COVID-19 Vaccination



Volunteer Application Form

Name: _____ Home phone: _____

Address: _____ Mobile phone: _____

Email Address: _____

Are you a: **Community Member**

Grandparent

Parent/ Guardian

Other _____

Certification Information

Have you obtained the following?

Yes

No

Certification

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Act 34 PA State Police Criminal Check Clearance |
| <input type="checkbox"/> | <input type="checkbox"/> | Act 151 PA Child Abuse History Certification |
| <input type="checkbox"/> | <input type="checkbox"/> | Act 114 FBI Fingerprinting Criminal History Check |
| <input type="checkbox"/> | <input type="checkbox"/> | Volunteer Affidavit |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of COVID-19 Vaccination |

Signature: _____ **Date:** _____

Emergency Contact Information For The Volunteer

Emergency Contact: _____

Relationship: _____

Phone: _____

Special Health Problems/Allergies/or medications we should know about: _____

Physician Preference: _____

Hospital Preference: _____

In the event that I need emergency treatment requiring ambulance services and/or medical care you have my permission to seek help as listed above or nearest hospital available. I will assume responsibility for fees incurred by such an emergency (via medical insurance if applicable).

Signature: _____ **Date:** _____