

SHAFER ELEMENTARY VOLUNTEER PROGRAM

2021-2022



“Shafer Elementary School is a place where children STRIVE, EXCEL, and SUCCEED.”

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WELCOME & INTRODUCTION

Dear Shafer Elementary School Volunteer:

We are pleased to welcome you to the Shafer Volunteer Program. This very successful program has provided us with capable, caring volunteers who serve as valuable resources to enrich our students' school experience. The continued success of the Volunteer Program will be determined by the degree of commitment to the program and by continual communication on the part of everyone involved. The staff and administration strongly support your presence and participation in our programs. We will utilize your expertise and guide you with ours.

If you are interested in volunteering at Shafer Elementary, you must acquire clearances that are in compliance with the NASD's School Visitors Policy (916) and the new Volunteer Clearance law. This will require volunteers to get all new copies of clearances to be recorded and tracked in the district's new volunteer database. There is a section on the district's website with important information that explains what is needed to volunteer within the NASD and SES. <http://www.nazarethasd.k12.pa.us/Page/855>. Volunteers need to complete the **FIVE** required documents and submit them in person to Human Resources. The five documents are: 1) Volunteer Application, 2) Arrest/Conviction Report and Certification Form /Act 82 3) PA State Police Criminal History Record /Act 34) 4) PA Child Abuse Clearance /Act 151, and 5) FBI Federal Criminal History Record /Act 114 OR a Volunteer Affidavit if they have resided in Pennsylvania for the entire previous ten (10) years and have not been convicted of any of the offenses listed on the Arrest/Conviction Report and Certification Form / Act 82. The website section includes copies of these forms and/or instructions how to complete.

We enjoy hosting parent volunteers and recognize the value of their time and effort with helping staff and students. If you haven't volunteered in the past, and are interested in volunteering, please make sure that you follow the correct process and secure all four of the required clearances.

I appreciate your understanding and support of creating a safe and secure learning environment for our students. Thank you for your support and willingness to assist us, as we provide our students a quality education. Please contact me if you should have any questions or concerns.

Sincerely,

William Mullock, Principal

VOLUNTEER PROGRAM GOALS

The Shafer Volunteer Program has been planned and organized to benefit our staff and students. We ask that our volunteers help in the following ways:

1. To support teacher and student led activities.
2. To provide academic assistance as per the classroom teacher's discretion.
3. To work collaboratively with the Shafer Elementary School staff, PTA and administration.
4. To provide a safe and secure environment by following and respecting Shafer's established school-wide procedures.
5. To provide feedback on the volunteer program.

VOLUNTEER REQUIREMENTS

1. Complete the volunteer application: <http://www.nazarethasd.k12.pa.us/Page/855>
2. Attend Shafer's Volunteer Orientation (September's PTA Meeting)
3. Obtain Act #34 Criminal Record Check
4. Obtain Act #151 Child Abuse Check
5. Complete the Act 24 Criminal Check
6. Obtain Act 114 FBI-Fingerprint Clearance

ROLES OF PARTICIPANTS

PRINCIPAL

- Set volunteer rules and building procedures for the program.
- Provides motivation, leadership, and support for the program.
- Work closely with the PTA, staff and volunteers.
- Facilitate an open, friendly and safe atmosphere for volunteers.

TEACHER

- Determines the type of volunteer services needed by defining the tasks to be performed, the amount of time and day required, and the materials to be used.
- Follows building procedures for requesting school volunteer services.
- Maintains and fosters a supportive climate for students to work with volunteers.
- Encourages volunteers to participate and to make suggestions when appropriate.
- Explains classroom and building wide procedures.
- Recognizes the volunteer through expressions of appreciation and encouragement.
- Participates in evaluation of volunteer program.
- Works toward a team relationship and encourage understanding, cooperation, and volunteer /teacher/administration communication.

VOLUNTEER

- Please sign in and out in the main office.
- Please wear a visitor identification tag.
- Please be reliable.
- Please be prompt.
- Please be confidential.
- Please be a positive role model to students.
- All messages to your child should go through the office so that the classroom routine is not interrupted.
- Volunteers may not take students from a designated area without checking with the teacher in charge.
- Appropriate dress required.
- Discipline is the classroom teacher's responsibility. Report discipline concerns to the staff member in charge. Please do not take it upon yourself to discipline students.
- Volunteer use varies from teacher to teacher depending on the needs of the students in their individual classrooms.
- Please ask questions! We are here to help!

GENERAL VOLUNTEER INFORMATION

VOLUNTEER PROCEDURES

- Teacher makes initial contact with the PTA or contacts the volunteer directly.
- Teacher or the PTA discusses teacher needs with the volunteer(s) and schedules the volunteer time.
- Volunteer arrives at school and parks in the designated areas.
- Volunteer signs in at main office and obtains a visitor identification tag.
- Volunteer proceeds to the assigned room. You may not wander throughout the building without proper approval from the building principal, main office or classroom teacher.
- At the conclusion of the volunteer time or task, the volunteer reports to the office and signs out. Please do not visit classrooms or other areas of the building without proper approval.
- Siblings are not permitted to accompany volunteers in the classroom and/or school activities during the school day.
- Volunteering within the school for the 2021-2022 school year will be subject to the district's health and safety plan due to COVID-19.

THANK YOU for Volunteering at
Shafer Elementary School!

