

ATTITUDE

A P.E.P. Rep must bring to each job a positive attitude of open mindedness. You should be willing to be trained and welcome supervision.

COMMUNICATIONS:

As a P.E.P. Rep you not only serve Landisville Primary Center in an important way, you also provide that vital link between your school and the community as a friend, as a supporter, and as an interpreter. While working with children, always have a positive approach, providing them with favorable reactions (praise), complimenting their positive actions, and guaranteeing some success for them regardless of the difficulty they may be having.

This also applies to the total school program, which you have an opportunity to observe first hand as a volunteer and to interpret in our community. If you find yourself feeling less than positive about something you have seen or done in school, discuss it with your sponsoring teacher, the P.E.P. Coordinator, or the Principal. Negativism can destroy a volunteer program and harm the image of your school in the community. Questions/doubts concerning anything you need to clarify are welcome!

DEPENDABILITY:

The dependability of a volunteer is essential if you are to be of great service to your school. The number of hours you work per week will be dictated by the responsibility that you choose to accept. Because each job is important and must be accomplished, you must plan your time to fit the schedule to which you agree. If you cannot arrive at school at the appointed time, it is imperative that you notify your school's office in order to inform the sponsoring teacher or other volunteers who may be affected. Remember, when you do not appear when you have indicated you would, you may disappoint a child. Also, if you cannot attend a scheduled P.E.P. meeting, please try to send a substitute from your class to that meeting.

RESPONSIBILITY:

As a P.E.P. Rep, you are assuming certain responsibilities similar to that of a paraprofessional. You have agreed to serve without pay, but with the same high standards as other members of our staff. Please remember that much of what we do at school is confidential in nature. When you talk over a child's needs or performance with his/her teacher, that information is confidential and should not be discussed outside school. It is very important to not speak about students or their families, teachers, and other school personnel. As a member of the P.E.P. Team, you must understand why this would be most unfair to the family, the student, and your school.

DISCIPLINE:

Each teacher has his/her own set of behavior standards for his/her classroom. If these standards are not explained before you begin your volunteer work, ask that they be explained. It would be helpful for you to remind a student of rules when you observe an infraction, however, misconduct by students should be reported to the teacher in charge. He/she will handle the discipline.

BRINGING YOUNGER CHILDREN:

Communication with the teacher is of utmost importance when considering whether or not a younger child can accompany a volunteer to any activity. The teacher will make this determination depending on the event.

You know your own children. If the teacher is comfortable with the child attending, please use the following points as a guide to their attendance:

- 1) What will be best for students in the room? Will the sibling cause them to not be focused on the activity?

- 2) Consider your own needs and responsibilities as a volunteer.
You are there to help the teacher. Will you be able to carry out what you are there for with the younger child there?
- 3) Consider the teacher. He/she is there to manage the classroom and students. Will the child give him/her more to manage? If so decide accordingly.

SIGN-IN:

Please sign-in on the Volunteer Log Book in the office when you arrive and sign-out at the office when you leave. This informs us of your presence and helps us know how many people are volunteering. It is also important to wear a "Visitors" badge or sticker while you are in the building.

If there will be three (3) or more volunteers for a classroom activity, please submit a typed list of those volunteers' names to the office at least two days prior to the event. Assign a volunteer to sit at the small table outside the office to hand out volunteer badges to classroom volunteers. This will help to alleviate the traffic for the office staff for answering calls, completing attendance and managing daily responsibilities.

SCHEDULE:

The P.E.P. Volunteer, the sponsoring teacher, and/or the P.E.P. Representative for the particular room will arrange a mutually convenient time for the volunteer work.

FIRE DRILL:

Whenever there is a fire drill, leave the building with the students and the teacher. If you are alone with students, enter the corridor and follow the flow of traffic to the nearest exit. All rooms have fire drill maps in folders and teachers can direct you.

VOLUNTEER WORKLOAD:

As a P.E.P. Rep you have agreed to volunteer a great deal of your time. If you find that you are feeling overwhelmed with the work load call your P.E.P. Coordinator immediately.

If you are a P.E.P. Rep in the lower grades and feel you are overworked; remember our philosophy to use as many volunteers as possible. On the other hand, the older grades may feel just the opposite. Ask your teacher if there is anything you can do to help. Remember senior citizens in the community can make great volunteers.

LUNCH/SNACKS:

If you plan to eat lunch at school while volunteering, have your sponsoring teacher order an adult platter or salad with his/her lunch count. This should be done by 9:00 A.M. You may eat in the faculty dining area. The price for an adult lunch or salad is \$4.25. Sodas are available in the faculty room through the Coke Machine.

PARKING:

Please do not park in the bus loading area or areas designated with signs/print.

TEACHER APPRECIATION:

Each year a P.T.O. board member coordinates Teacher Appreciation Day activities with the P.E.P. Reps. A day designated during each school year is set aside as Teacher Appreciation Day. On this day there is a uniform gift given to each teacher and staff member from the students in lieu of individual end-of-year gifts. This is done to eliminate the hurt feelings of children who are unable to present gifts. Notes are a great way to express your gratitude and appreciation throughout the year.

TEACHER PARTIES:

Each teacher's day is preplanned well in advance. A milestone celebration may arise for which the P.E.P. Rep may want to recognize the teacher; e.g., wedding, birth, farewell, etc. "Be a party planner, not a party surprier." Please check with your teacher about a suitable date and time for the event.

DISMISSAL PROCEDURES DURING SPECIAL EVENTS/SPECIAL DAYS:

All events must end by **3:00 PM** so parents have twenty minutes to depart before buses and cars arrive for dismissal. Fully communicate that parents must depart at this time. ***Especially if parked in loading zones!!!

FUNDS/DONATIONS:

It is the school policy to accept donated items for seasonal activities in lieu of cash. No money should be solicited or sent in with students.

Each year teachers order supplies for next year's activities.

Additional funds are provided by the PTO in two ways: 1) Each teacher receives a stipend to purchase classroom materials; and
2) Principals have discretionary funds that may be requested by the teacher.

Remember to ask all classroom parents for donations throughout the year, not just a select few.

WRITTEN COMMUNICATIONS:

Following each meeting, a copy of the P.E.P. minutes will be distributed to each individual P.E.P. Rep. This will help keep all information uniform. There will be NO individual classroom newsletter from P.E.P. Reps. Any written communication, sent home with a student, **MUST** come from the **TEACHER**.

SMOKING:

Landisville Elementary Schools are tobacco-free schools.

A Message from the P.E.P. Coordinator

"Thank You!"

Thank you for your willingness to serve as a classroom PEP representative for the 2011-2012 school year. Your volunteerism is much appreciated. PEP volunteers are a vital part of LPC . Our goal continues to focus on fulfilling the needs of our children and teachers via a dedicated group of volunteers. Without your dedication, our program and extracurricular activities would not be so successful.

This is my first year as PEP coordinator and I am looking forward to working with you to make this a successful year for LPC students and staff. Together, we can help the LPC make this a successful school year for our children and a rewarding year for ourselves.

Please feel free to contact me with any questions, concerns, or suggestions you may have.

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