

**HEMPFIELD SCHOOL DISTRICT**  
**LANDISVILLE INTERMEDIATE CENTER**

**Parents as Educational Partners (P.E.P) Handbook**

**2018-2019**

A P.E.P Volunteer is an adult –mother, father, grandparent, or other interested adult- who is willing to give TIME and TALENT to help out as a member of the...

**Parents as Educational Partners Team!**

Welcome to a year of challenge, opportunity and reward!

Thank you for deciding to join with us as a P.E.P Volunteer!

Mr. Ian Daecher- Principal LIC (898-5590)  
Amanda Gleason - PEP Coordinator

# **TABLE OF CONTENTS**

<b>Attitude.....</b>	<b>3</b>
<b>Dependability.....</b>	<b>3</b>
<b>Responsibility.....</b>	<b>3</b>
<b>Discipline.....</b>	<b>4</b>
<b>Bringing Younger Children.....</b>	<b>4</b>
<b>Sign-In.....</b>	<b>4</b>
<b>Fire Drill.....</b>	<b>4</b>
<b>Volunteer Workload.....</b>	<b>4</b>
<b>Parking.....</b>	<b>5</b>
<b>Schedule.....</b>	<b>5</b>
<b>Smoking.....</b>	<b>5</b>
<b>Staff Appreciation.....</b>	<b>5</b>
<b>Teacher Parties.....</b>	<b>5</b>
<b>Classroom Celebrations .....</b>	<b>5</b>
<b>Funds/Donations.....</b>	<b>7</b>
<b>Written Communications.....</b>	<b>7</b>
<b>Clearances.....</b>	<b>7</b>
 <b>MESSAGE FROM P.E.P. COORDINATOR</b>	 <b>9</b>

## **ATTITUDE**

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

As a P.E.P. Rep you not only serve Landisville Intermediate Center in an important way, you 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 real 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.

## **RESPONSIBILITY**

As a P.E.P. Rep, you are assuming certain responsibilities similar to that of a para-professional. 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 based on the scheduled activity.

If the teacher is comfortable with the child attending, please use the following points as a guide to their attendance:

- What will be best for students in the room? Will the sibling cause them to not be focused on the activity?
- 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?
- 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 make sure your visits are pre-arranged. All parents and volunteers should bring a valid driver's license with them to sign into the building. Once you sign in on the computer you will be given a sticker to wear. When you leave, you will use the bar code on the sticker to sign out of the system.

### **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 posted near the door. Follow staff directions, along with students, in the event of a severe weather or intruder alert drill.

### **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 workload, call your P.E.P. Coordinator immediately. Conversely, if the teacher rarely contacts you for help, you may wish to ask the teacher if he/she needs assistance.

### **PARKING**

Do not park in the bus loading area or areas designated **NO PARKING OR RESERVED.**

### **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. Only come in when scheduled. If you have a question for the teacher, write a note or email them. Please don't stop in.

Additionally, when the PEP Representative is organizing volunteers for a school or classroom activity, the PEP Representative should email a list of the volunteers' names to the school's secretary and carbon copy Mr. Daecher. This email should be sent at least 1 day in advance of the volunteer activity and should include the reason for the visit and approximate time the volunteers will be coming into school.

### **SMOKING**

Landisville Intermediate Center is a tobacco-free school.

### **STAFF APPRECIATION**

Each year, the PEP Coordinator coordinates Staff Appreciation day activities with the P.E.P. Reps. A day designated during each school year is set aside as Staff Appreciation Day. On this day there is a uniform gift given to each teacher and staff members 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 pre-planned 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. Please do not plan surprise celebrations. Instead, please check with your teacher about a suitable date and time for the event.

### **CLASSROOM CELEBRATIONS**

The PEP Rep should coordinate each classroom celebration with their classroom teacher. The PEP Rep should ask their classroom teacher if there are any students in the class with dietary restrictions or allergies. The PEP Rep should follow their teacher's instructions regarding classroom celebrations and snacks so that no student is put in danger or no one is left out of a classroom celebration.

HSD Board Policy #246 Student Wellness encourages foods and beverages that meet the following requirements:

- *Sugar*: No more than 35% of total calories from sugar per portion.
- *Fat*: Contains less than or equal to 35% total calories from fat, contains less than or equal to 0.5 mg trans-fat.
- *Sodium*: No more than 200 mg of sodium per portion.
- *Calories*: No more than 200 calories per portion.
- Items that contain no less than two (2) grams of fiber per serving.
- Fresh, frozen, canned or dried fruits and vegetables with no added sugar.
- Water, 100% fruit juice, 1% or fat free milk or a nutritionally equivalent nondairy beverage.

Sample foods that fit into the above guidelines are:

*Best choices* – 100% fruit juice, 1% or skim milk, washed fresh fruits and vegetables.

*Good choices* – Whole grain cereals that can be eaten as finger foods or with 1% or skim milk, whole grain crackers, whole grain pretzels, soft corn tortillas, low-fat or fat free yogurt (plain or flavored with no sugar added), dried fruit or frozen unsweetened fruit, low fat or fresh popped corn, dry roasted pumpkin or sunflower seeds, 100% fruit juice popsicles, low fat graham or animal crackers, low fat granola or cereal bars.

Food for celebrations organized to take place during class time will follow these guidelines:

- Follow teacher's instructions for your classroom celebration. Depending on the specific dietary needs and concerns of the student or students in your class, your snack and refreshment options may be limited.
- Students may have one item from each of the following categories: Sweet, Salty, Healthy and Drink. See discussion above regarding Board Policy #246 Student Wellness for nutritional guidelines.
  - One sweet snack – cookie, cupcake, Rice Krispy treat, etc.
  - One salty snack – pretzels, Chex mix, goldfish crackers, etc.
  - One healthy snack – carrots, grapes, apples, etc.
  - One drink – water, 100% fruit juice
- All snacks and refreshments must be Pre-packaged. Pre-packaged items are preferred but bulk is acceptable as long as nutritional content is included. Please note pre-packaged items will be acceptable for some classrooms. But for classrooms with students who have specific dietary needs and concerns, snack options may be limited to none and pre-packaged may not be allowed.

## **FUNDS/DONATIONS**

It is the school's policy to accept donated items for parties and activities in lieu of cash. No money should be solicited. Each year teachers order supplies for the next year's activities. Additional funds are provided by the PTO in two ways:

- 1) Each teacher receives a stipend to purchase classroom materials;
- 2) The Principal has 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

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**. Following each P.E.P. meeting, a copy of the P.E.P. minutes will be e-mailed to all PEP Reps. This will help keep all information uniform.

## CLEARANCES

### **ALL ITEMS ARE MANDATORY**

Parents and members of the community who are interested in volunteering with our school district must submit a volunteer application and an Arrest/Conviction Report Form PDE-6004. Additionally, Pennsylvania Act 153 legislation now requires all school employees and volunteers to obtain new clearances every (5) years from the date of the earliest clearance. The required clearances are Act 34, Act 151 and Act 114. Clearances are required to protect our students and district. Clearances can be accessed via links listed below or the links can be found on the District website under Operations, then click Human Resources.

#### **1. Parent/Community Volunteer Application**

Go to the Hempfield School District website at [www.hempfieldsd.org](http://www.hempfieldsd.org) and click on Operations > Human Resources Office > HR Home > Volunteer information then click on **volunteer application**. Click the orange Apply button to start.

#### **2. PDE 6004 Arrest/Conviction Form *Free for volunteers***

Download and print from school's website at [www.hempfieldsd.org](http://www.hempfieldsd.org) and click on Operations > Human Resources Office > HR Home > Volunteer information. Click on PDE 6004 in the sidebar.

#### **3. Act 34 PA State Police Criminal History Check *Free for volunteers***

This required clearance can be accessed online at <https://epatch.state.pa.us/Home.jsp>. This clearance will be ready immediately. Print the clearance by clicking on the "Certificate form" button. Or, write down the control number, so the clearance can be accessed for printing at another time.

#### **4. Act 151 PA Child Abuse History Clearance *Free for volunteers***

This required clearance can be accessed online at <https://compass.state.pa.us/CWIS>. Click on Create Individual Account and then follow the instructions

**5. Act 114 FBI Criminal Background Checks Cost \$24.25**

This required clearance can be accessed online at [www.pa.cogentid.com/index\\_pde.htm](http://www.pa.cogentid.com/index_pde.htm). Click on Register Online and then follow the instructions. After you have your receipt of payment for this clearance, you will need to be fingerprinted. This can be done at the UPS Store on Centerville Rd or the UPS Store at Stone Mill Plaza. You may also call Hempfield's Human Resource Department to set up a time to come to the Administration Building for fingerprinting.

When you have completed all 4 necessary clearances/forms, please bring original documents to Human Resources in the Administrative Building, 200 Church Street, Landisville, PA 17538 – 7:30 AM to 4 PM, or email them to [HROffice@hempfieldsd.org](mailto:HROffice@hempfieldsd.org). If you have any additional questions, please feel free to contact the Human Resources Office at 898-5503.

Message from the P.E.P. Coordinator



Thank you for being a PEP Rep.! This is one of the greatest volunteer jobs available. Being a PEP Rep. has been one of the most rewarding volunteer opportunities I've ever had. It has enabled me not only to support my own daughter and his teachers, but also to get to know the students in her class. Now, when she tells me about her day and references students, I know who they are.

My time as a PEP Rep. has also enabled me to get to know LIC teachers and staff. I've been able to see first-hand how they teach and care for all LIC students, making me even more impressed and confident in the education our children receive here.

LIC can only meet all of its educational goals with the help of volunteers, like you. Being a PEP Rep. means you are an integral part of your child's educational experience. Your job is not just to organize volunteers for various events or activities the teacher schedules, but also to make sure parents are updated on special dates and programs. You are another source of information for what they need to know.

By being a PEP Rep., you are also sending a powerful message to your children that you value them and their education. Our children learn so much by watching what we do and how we spend our time. When you spend time in their classroom, you are telling them that they and their education matter to you.

We welcome you as a PEP Rep. at LIC for the coming year. My goal is to support you in your new role and provide you with whatever assistance I can. Please feel free to contact me with questions or concerns. Also, please share with me any suggestions or ideas you have for how we can make the PEP Rep and volunteer programs even better.

Thank you for your time, talent, and willingness to serve as a PEP Rep. I look forward to a great year volunteering with you.

Best,

Amanda Gleason  
PEP COORDINATOR