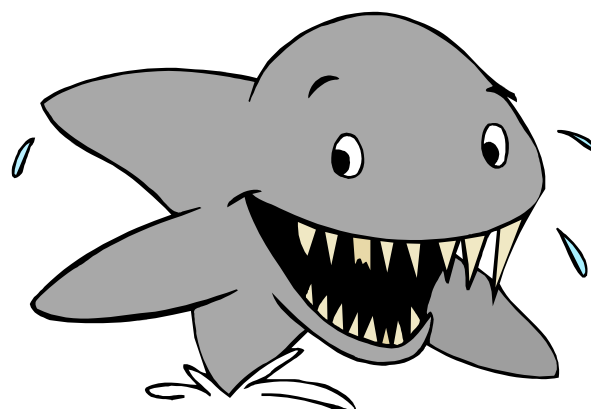


**Shamona Creek Elementary**



# **Committee Coordinator Guide**

Guide Includes:

Committee Coordinator Responsibilities

School Policy

Budget Amounts

(See Treasurer)

Reimbursement Form

Revised April 2015

# Committee Coordinators

The Committee Coordinator is an integral part of the Home and School Association. Committee Coordinators work with parent/guardian volunteers throughout the year to organize school events. Their commitment to the school and its families will nurture the growth of our school's community as we work together.

## Work with the Home & School Association

- Maintain good communication with the Home & School Executive Board
- Submit event dates for approval at the beginning of the school year
- Communicate your event plans with your Home & School liaison
- Liaisons will present event plans to the school principal for approval

## Committee Volunteer List

- Sign-ups are held at the beginning of the school year for committee volunteers (i.e. SignUpGenius.com)

## Organizing Events

- Plan, organize and implement events throughout the year with committee volunteers
- A job description of all committees can be found in the *Committee Guide Binder* located in the front office
- Family events should be family friendly for all ages
- Submit dates for events to the SCHSA President/Vice President for Principal approval
- No events should be scheduled on a religious holiday of any faith
- Events held at Shamona Creek Elementary may not be held on the same night as Marsh Creek 6<sup>th</sup> Grade Center. See head custodian for calendars of both schools
- Please submit receipts with Reimbursement Form, no later than 5 days after event has ended, to the Treasurer

### Custodial Preparations for an Event

- Home & School Association events held at the school on a Saturday or Sunday are classified as overtime pay for custodial staff and billed to the Home & School Association
- Fill out a Facility Request Form
- Notify head custodian of event, date, time, location, event map, set-up time and custodial needs
- Communicate details to custodian no more than 4 weeks before the event
- Events changing from outside location to inside require two week notice
- Check with head custodian for use of various areas around the school and time availability
- Parking Areas, No Parking Zones and Fire Lanes are strictly enforced during events using signs
- The school only has a corded microphone at this time
- For outdoor events, there are only 2 plugs
- Food suggested for events involving students should be pre-purchased, packaged food. A food license is not needed in these cases. Food trucks are fine, homemade food and food prepared in the school are not.
- Follow guidelines listed in the Shamona Creek Handbook when planning your safe and healthy event

### Relaying Information to Parents

- Promote events through the use of E-flyers. Post on-line through the SCHSA website, school directory, and on SCHSA Facebook page.
- All E-flyers and printed material must be submitted to the H&S President/Vice President for Principal approval before distribution.
- Once approved, E-flyer can be posted on the SCHSA Facebook page by the committee coordinator
- Be available to answer any questions from parents about school events
- Work with Homeroom Parents to organize and collect donations for the Spring Fair Baskets and help enlist volunteers for various school functions

## Time and Talent Donations

- Communicate volunteer needs with school parents/guardians by organizing a sign up for help and/or donated items
- Share opportunities and duties with all interested parents as equitably as possible
- Some parents may have time to give, while others would prefer to give donations rather than time
- All donations are voluntary
- Always give volunteers adequate notification of events and event needs

## Attend Home & School Meetings

- You are encouraged to attend these meetings to give you a better understanding of what is going on at Shamona Creek throughout the year
- You will be asked to remind your committee volunteers of these meetings, encouraging them to attend, as well, since they are a great way to get to know one another

*Thank you for volunteering!*

# *Shamona Creek Elementary*

## **SCHOOL POLICY AND PROCEDURES**

The policies and procedures enclosed are provided to facilitate a smooth operation of our school with minimal interruption to instructional time. *These procedures should be followed when hosting a class party or events at the school involving school children held after school hours.*

### **HEALTH AND MEDICAL**

**Latex Allergies:** Our school is a “latex safe” environment. As such, latex products, particularly latex balloons and latex gloves are not permitted in the school.

**Nut Allergies:** Due to the number of students with allergies to nuts and nut oils, parents are asked to be conscientious of foods that may cause an adverse reaction for some children. A nut free table is provided in the cafeteria and classroom activities with food must follow the guidelines of the Wellness Policy as stated below.

### **WELLNESS POLICY**

**\*Any classroom activity with food must be approved by the principal one week in advance. Teachers are required to submit a form that indicates the food and ingredients. Please work with teachers to coordinate any events involving food.**

The Downingtown Area School District School Board Policy #246, Student Wellness, addresses concerns around student obesity, nutrition, exercise, and overall wellness.

The DASD Policy has established the following guidelines relative to food:

- Food MAY NOT be used as a reward
- Food items MAY NOT be provided for birthday celebrations
- Food MAY be used as part of the curriculum using the following nutritional guidelines:
  - One food item which contains sugar as the first ingredient
  - Water, 100% fruit juice or milk
  - Are moderate in sodium content
  - Provide minimal to no trans fatty acids
  - Provide items that contain > 2 grams of fiber/serving
  - Do not offer any Foods of Minimal Nutritional Value
- Food MAY be included in classroom parties/celebrations (excluding birthdays) using the following guidelines:
  - One food item which contains sugar as the first ingredient AND fresh fruits and vegetables.
  - The following individually packaged items may also be provided:
    - Sun Chips, choose from Regular or Garden Salsa – 1.5 oz.
    - Pepperidge Farm Goldfish – 1 oz.
    - Nabisco Teddy Bear Graham Minis - .5 oz.
    - Rold Gold Pretzel Tiny Twists – 1 oz.
    - Kellogg’s Rice Krispie Treats – 1.3 oz.

- Quaker Snack Kids Mix – 7/8 oz.
- Land O Lakes String Cheese, Light Low Moisture, Part Skim - 1 oz.
- Water 8 oz.
- 100% Apple Juice – 4 oz.
- Milk, 1% Low Fat White – 8 oz.

Parents and teachers may purchase these food items or comparable items from an outside food vendor.

**Birthday Celebrations:** Birthdays are a special time for students and we need your support. While many families enjoy special food treats at home, in accordance with the DASD Wellness Policy and our School Health Committee, no food items will be allowed at school for birthday celebrations. This practice will help support healthy alternatives for celebration, reduce interruptions in class time, and will help protect the large number of children who have a variety of food related allergies. Any food items sent in for birthday celebrations will be returned home. Alternatives to food related items include pencils, stickers or other small, school-related items. Each grade level may have their own suggestions for ways to celebrate birthdays.

**Balloons of any kind are not allowed in the school building.**

## **VOLUNTEERS and VISITORS**

***THE DOWNINGTOWN AREA SCHOOL DISTRICT WELCOMES ALL VOLUNTEERS AND VISITORS TO OUR SCHOOL WHO HAVE BEEN INVITED BY THE PRINCIPAL OR BY THE PRINCIPAL'S DESIGNEE.***

### **VOLUNTEER POLICY**

The School Board recently approved a new policy (Policy 916) regarding required background checks for all school volunteers. This applies to anyone who offers more than one day of volunteer time. The goal of this policy is to ensure that all who come into contact with our students have successfully obtained the required safety clearances.

The new volunteer policy will apply to parents and all other members of the DASD community who volunteer in our schools or serve as field trip chaperones. The new policy states:

- 1) Background checks are now required for all volunteers. (Previously only chaperones needed to obtain these clearances)
- 2) Volunteers are now required to obtain background checks every three years. If you obtained both the child abuse and criminal history clearances within the past two years, you would have another three or four years of eligibility remaining before having to re-submit for new clearances.
- 3) Volunteers must now present proof of a tuberculosis exam. The cost of the examination will be the responsibility of the volunteer unless a financial hardship can be established. Examination costs for senior citizens serving as volunteers shall be at the expense of the district. The district also strongly recommends our volunteers obtaining a pertussis vaccine.
- 4) All volunteers must sign a Volunteer Disclosure Form each year.

The cost for acquiring the two clearance reports is \$20. Please be assured that no parent will be denied the opportunity to volunteer at his or her child's school because of financial need. If the ability to pay for the reports becomes a barrier, the District will assist in making sure the necessary clearances are acquired. More information about clearances can be found on our website.

**Many school districts nationwide are instituting similar policies as our entire educational system focuses on safety. We recognize that our volunteers make valuable contributions to our educational, athletic and extracurricular programs. Please see Board Policy #916 for the new policy and guidelines.**

## **VOLUNTEERS**

The presence of volunteers in the classroom creates issues of sensitivity and confidentiality for all volunteers. To uphold the credibility of this valuable program, it is imperative that volunteers:

- Do not discuss the performance and behavior of individual children either inside or outside the school.
- Avoid discussing teachers and/or teaching methods.
- Discuss any concerns with the Volunteer Coordinator or Principal.
- Act in a professional manner.

We ask that all volunteers:

1. Sign in and out every time they enter and leave the building. (This is for safety in case of fire as well as knowing who is in the building at all times for safety purposes).
2. Fill out an emergency information card.
3. Wear a designated ID while in the building and turn it in when leaving.
4. Call the school office as soon as possible if unable to volunteer on assigned day.
5. Be consistent and reliable with time.
6. Avoid visiting or wandering through instructional areas that could distract children and teachers.
7. Do not bring younger children to school when volunteering.
8. Classroom volunteer time is at the teacher's discretion.
9. Wear appropriate, tasteful attire that will not interfere with the educational focus.
10. Never interrupt teachers or instruction in the classroom.
11. Keep the Faculty Room reserved for staff members, please.
12. Contact classroom teachers to receive instruction on the use of any classroom equipment and see the Volunteer Coordinator (or building aide) for instruction with other school equipment. Please give staff members priority when operating the copy machine or other office equipment.
13. Check with assigned teacher for specific instructions for the day.
14. Become familiar with school policy as outlined in this handbook.
15. Expect respect and appropriate behavior from students. Please report any problems to the teacher in charge.
16. Be an example to children by observing all school rules in a professional manner.
17. Avoid disruptive talking in the hallways.
18. Communicate with the teacher if uncomfortable with a specific task. We want your experience to be positive and rewarding.
19. Have fun working in our school.

## **VISITORS**

Visitors, including parents, must secure permission and make arrangements with the principal or teacher prior to any visit in an area of the building or school grounds. Visitors, including parents, are also required to sign the building log and wear a visitor badge, which is maintained in the office, before reporting to an area of the building or school grounds.

For reasons of liability, elementary aged children are not permitted to visit unless accompanied by their parents, and only with the approval of the teacher(s) involved, as well as the principal.

*Thank you for being an active participant in your child's education*



## SCHSA Reimbursement Request

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Date: \_\_\_\_\_ Event: \_\_\_\_\_

Name of person to be reimbursed: \_\_\_\_\_

Please list expenses:

Amount	Purchased From	Description

Total Amount to be Reimbursed: \_\_\_\_\_

Please provide all receipts.