

## Welcome to Senior Adults for Greater Education™

Welcome to the growing ranks of school volunteers!

Together with our school leaders we hope to encourage increased participation and partnership in our local school community. For students to reach their full educational, physical, emotional and social potential requires the commitment and involvement of all the members of the community.

We are so glad that you have decided to share yourselves with the students of our district. You are joining a team of many, whose dreams helped shape Senior Adults for Greater Education, as it exists today. Their hard work helped to establish the organization's place in the community. By offering intergenerational opportunities for students and seniors to interact and learn from and about each other, S.A.G.E. has impacted thousands of students as well as hundreds of senior adults. S.A.G.E. provides thousands of hours of volunteer time to school districts so the educational process can be enriching for the youth of today.

Our volunteers provide the nurturing and "tender loving care" that only a grandparent-type figure can offer and the individual attention that is not typically available in the classroom setting. We need our volunteers not only to supplement our staff, but also to bring creativity and vitality that is necessary for the growth of our organization.

As you serve with your talent, time and energy your gift will infinitely benefit our students. The benefit of your service may not be immediately evident, but the positive impact of S.A.G.E. volunteers has been demonstrated through the children's stories and pictures. Additionally, the Pennsylvania Department of Aging afforded us the ability to formally measure the impact of the S.A.G.E. program.\* Through interviews, focus groups and questionnaires the results evaluated the program for students, seniors and staff. We are proud to state the results were incredibly positive. Your service, your smile and your contribution of volunteerism are valuable assets. We are sure, that in giving to the students, the gift you receive in return will be something to treasure.

We thank you!

Beryl Katz  
Founder, Executive Director - Senior Adults for Greater Education

\*Results furnished upon request



## Contents

<b>S.A.G.E. Board of Directors</b>	<b>3</b>
<b>What is S.A.G.E.?</b>	<b>4</b>
<b>What should I know about S.A.G.E.?</b>	<b>4</b>
<b>How do our volunteers help us to achieve our mission?</b>	<b>4</b>
<b>What are the benefits of belonging to S.A.G.E.?</b>	<b>5</b>
<b>What will volunteering with S.A.G.E. offer me?</b>	<b>5</b>
<b>Would I have to volunteer in the schools to belong to S.A.G.E.?</b>	<b>5</b>
<b>What are some of the intergenerational activities in which I can participate?</b>	<b>5</b>
<b>Are there any other opportunities to volunteer that are not on a weekly basis?</b>	<b>6</b>
<b>Are there any opportunities for me to learn new skills or hone old ones within S.A.G.E.?</b>	<b>7</b>
<b>What are the goals of a S.A.G.E. volunteer?</b>	<b>8</b>
<b>How can I begin to volunteer?</b>	<b>8</b>
<b>What can I expect as a volunteer?</b>	<b>9</b>
<b>What is expected of a S.A.G.E. volunteer?</b>	<b>10</b>
<b>What are the guidelines for a S.A.G.E. volunteer?</b>	<b>10</b>
<b>Who is a S.A.G.E. mentor/helper?</b>	<b>12</b>
<b>What are some of the opportunities that exist within S.A.G.E. where I can interact on a regular basis with the students?</b>	<b>13</b>
<b>Policies</b>	
<b>Absences and Lateness</b>	<b>15</b>
<b>Attendance</b>	<b>15</b>
<b>Background Checks</b>	<b>15</b>
<b>Benefits</b>	<b>15</b>
<b>Confidentiality</b>	<b>15</b>
<b>Disclosure of Possible Abuse</b>	<b>16</b>
<b>Dress Code</b>	<b>17</b>
<b>Equal Volunteering Opportunity</b>	<b>17</b>
<b>Harassment</b>	<b>17</b>
<b>Identification Badges</b>	<b>17</b>
<b>Grounds for Termination</b>	<b>18</b>
<b>Memorandum for all S.A.G.E. volunteers regarding Press Inquiries</b>	<b>18</b>
<b>Security</b>	<b>18</b>
<b>Volunteer Orientation</b>	<b>18</b>
<b>Volunteer Information from the Hatboro-Horsham School District</b>	<b>19</b>
<b>S.A.G.E. Contact Information</b>	<b>24</b>



## **Board of Directors - Senior Adults for Greater Education**

### **Christine Moran, Ph.D., Past Board President**

*(Associate Dean of Service-Learning - Stevenson University)*

### **Kevin Strouse, Interim President**

*(Program Director, Teach2Serve)*

### **Eric Kelly, CPA, Treasurer**

*(Director, Financial Policy & Controls, Penn Mutual Life Insurance Company)*

### **Staci Katz, Secretary**

*(Owner - Letter27 Advertising Agency)*

### **Mayor Joseph DiGirolamo, Board Member**

*(Mayor - Bensalem Township)*

### **Maureen Riley, Board Member**

*(Director of Life Enrichment - Pine Run Lakeview)*

### **Fabio A. Sciarrino, Esq., Board Member**

*(Attorney, The Law Office of Fabio A. Sciarrino, L.L.C.)*

### **Rockne Anderson, Board Member**

*(S.A.G.E. Volunteer)*

### **Erika Becker, Board Member**

*(Attorney)*

### **Kate Pollack, Board Member**

*(Manager, Hullfish Real Estate)*

Each member of the Board of Directors serves as a private citizen and not as a representative of any institution or business.

## ***What is S.A.G.E.™ ?***

S.A.G.E. stands for Senior Adults for Greater Education and is a non-profit 501 (C) 3 organization that promotes involvement of people 55 and over in the public schools. S.A.G.E. provides positive role models and mutually rewarding intergenerational experiences for students and senior adults.

## **What should I know about Senior Adults for Greater Education?**

Beryl Katz founded S.A.G.E. in 1999. S.A.G.E. is a non-profit organization dedicated to the belief that all generations can benefit from continued involvement with each other. Beryl recognized that the wisdom and talent of the older members of the community were being underutilized. She envisioned a vehicle to involve community members age 55 and over in the schools to provide positive role models and mutually rewarding experiences for students and senior adults.

**Senior Adults for Greater Education unites youth and seniors in their quest to enrich education and leave a legacy for future generations.**

Membership to S.A.G.E. is free.

## **How do our volunteers help us to achieve our mission?**

By volunteering your time to the youth of your community, you become an integral part of an effort to break down stereotypes that students may have about older people and aging. At the same time, by interacting with the students, stereotypes you may have had about today's youth will be eroded as well.

In addition, you bring an added dimension and value to the educational process. With your diverse breadth and scope of knowledge, you can offer the students things that cannot be learned from textbooks alone. Volunteering develops our community and helps to build friendships and connections between the generations and within the community

.

## What are the benefits of volunteering at Hatboro-Horsham?

Each S.A.G.E. member may apply for a District Golden Jubilee Club Card which offers admission to a variety of district-wide school events. Contact our Athletic Office at 215-420-5520 for information.

## What will volunteering with S.A.G.E. offer me?

- Increased sense of satisfaction, purpose and self-esteem and connection and belonging within your own community
- New, positive relationships with professionals and children within the community
- Increased understanding of today's children and youth
- Opportunity to transfer knowledge, skills and values to the next generation

## Would I have to volunteer to belong to S.A.G.E.?

No. We welcome members to attend functions as audience or to provide support for the participants.

## What are the intergenerational events in which I can participate?

Below are just a couple of examples of events taking place at Hallowell this school year:

### **Family Bingo Night**

Join S.A.G.E. members as they play Bingo with students at our annual Home and School family event, held at Hallowell on Friday, April 8<sup>th</sup> from 6:30-8:00 pm.

### **Celebration of Leading and Learning**

This is an opportunity where student work will be celebrated and displayed. Members of S.A.G.E. and the positive contributions they have made at Hallowell will also be featured. This event takes place on Friday, June 10<sup>th</sup>. More information will be shared at a later time.

Other opportunities will be shared at the school year progresses.



## **Are there any other opportunities to volunteer that are not on a consistent weekly basis?**

Yes. Examples include, but are not limited to:

### **Working in the Holiday Shop**

On December 1 and 2, Hallowell Elementary school runs a “Holiday Shop” where younger students can go and purchase gifts for their families. Senior shopping advisors are always needed.

### **Working at the Book Fair**

Our Scholastic Book Fair at Hallowell runs from October 12-14. Students often need help choosing books and understanding how to purchase books within their budget and their level of understanding.

### **Working at the Spring Carnival**

Our annual Spring Carnival at Hallowell is tentatively scheduled for Saturday, April 30<sup>th</sup> from 11:00 am- 3:00 pm. Members often work at various booths at the school carnival selling tickets, snacks, or running games.

### **Being a Guest Lecturer**

There may be opportunities for you to share your knowledge on a particular subject area within the class period. Work with the classroom teacher to help supplement a lesson with your expertise.

### **Chaperoning a School Trip**

Sometimes parents and family members cannot take off from work to help chaperone a school trip.

### **Working at Field Day**

On Friday, May 13<sup>th</sup>, Hallowell Elementary school students participate in Field Day. Classes are divided into teams and play a variety of games outside on the “fields.” Friendly competition ensues as teams showcase their skills. Volunteers assist by distributing snacks, encouraging participants, and enjoying the camaraderie.

### **Assisting with Various Community Service Projects**

All grades levels at Hallowell Elementary School are involved in community service endeavors and there are many opportunities for members of S.A.G.E. to assist.

For example:

Our third grade students at Hallowell collect money for cancer research through our **Helping Hands Lemonade Stand** and require help as they create displays and communications, prepare lemonade for the school, and collect donations.

Individual classroom teachers can provide more information.

### **Are there any opportunities for me to learn new skills or hone old ones within S.A.G.E.?**

Yes. Various trainings will be offered throughout the school year which will help to strengthen your impact in the classroom. We encourage you to be a lifelong learner and attend.

## What are the goals of a S.A.G.E. volunteer?

- To support the classroom-learning environment
- To mentor Students
- To assist Staff
- To become an integral member of the school community.

## How can I begin to volunteer?

### **Complete a Volunteer Form**

Your responses will be used to ensure the most appropriate placement. On this form, list the age group you would like to work with, what school is most convenient and the day(s) time(s) you would be available.

### **Adhere to the Visitor Security Procedures**

All visitors who are entering the lobby with the intent to go into the school building need to visit the electronic kiosk in the lobby and scan their driver's license. The visitor identification system will then run a background check, and a visitor badge with your photo will then print in the main office. All volunteers are required to wear their visitor's badge at all times when in the building. This is so that the school district and the students are aware that you are a S.A.G.E. volunteer and belong in the school.

### **Establish Contact with the Teacher**

S.A.G.E. personnel will contact you with a list of some opportunities that best utilize your skills and match your interests, your available time, school and age group that you indicated on the Interest and Talent survey.

S.A.G.E. personnel will work with you to find your best volunteer assignment match. The teacher will then contact you and your volunteer experience can begin.



## What can I expect as a volunteer?

Each S.A.G.E. Volunteer should:

- Expect that all efforts will be made to offer your first choice as a location for your volunteer experience.
- Be offered an orientation regarding the volunteer process. You will receive clear instructions and training if needed for your assignment.
- Be given meaningful jobs, and treated as a respected co-worker. We hope you will feel that the time you spend is worthwhile and contributes to the overall value of the educational program.
- Be greeted the first time and shown where the rest rooms and the nurse's office are located and provided a phone number to call if you will be late or unable to make your assignment.
- Be introduced to key staff members and students.
- Be treated with respect and consideration by students and staff.
- Be given an appropriate placement where your talents and skills are needed and will be valued.
- Be offered an effective mechanism for two-way communication with staff, including direct support from staff if difficulties should arise.
- Have fun, experience personal satisfaction and look forward to your time with the students.
- Meet new people and make new friends.
- Be an integral part of the S.A.G.E. team.
- Have a better understanding of your community.
- Feel good about helping.

You are encouraged to offer feedback on your volunteer experience. We want to be sure that our volunteers be all properly recognized for the outstanding work they do, and we welcome your suggestions for future events and/or placements.



## What is expected of a S.A.G.E. volunteer?

Each S.A.G.E. Volunteer has the following responsibilities:

- Remember that the principal has the ultimate responsibility for all personnel, policy and programs in his/her school including volunteers.
- Follow the policies of your assigned school (i.e. signing in procedures).
- Be reliable. Accepting a school volunteer assignment means a regular commitment to be there -- the students and teacher look forward to your time with them. Volunteers should call the school if they are unable to attend at the scheduled time.
- Be punctual. Notify the school in advance if you have to be absent or late.
- Assist under the direction of qualified staff following their instruction closely.
- Remember that volunteers are in the school to assist and supplement -- not replace the role of paid staff.
- Be receptive to, and participate in, orientation and training.
- Offer constructive feedback on your volunteer experience to S.A.G.E. and the school when asked.
- Remember that you are a role model for students and the school community. It is expected that you will maintain the highest standards of confidentiality and ethics.

## What are the guidelines for a S.A.G.E. volunteer?

- S.A.G.E. volunteers are first of all friends who accept the students as they are. Volunteers are not teachers or educational programming assistants, therapists or counselors. A volunteer can convey by his/her interest, attitude and sincerity that the student is a worthwhile person. When children feel good about themselves, they are better able to learn.
- S.A.G.E. volunteers share interests, experiences, strengths and talents with students and staff. Let the teacher know about your expertise (i.e., telling stories, singing, playing an instrument, computer use, photography, etc.)



- S.A.G.E. volunteers should be open to discover the interests and strengths of each child and be able to generate enthusiasm for each student. Volunteers should also exhibit patience and flexibility while working with students.
- Volunteers help students do their work but do not do their work for them. If they get off-track, help them get back on-track in a tactful manner. Volunteers should recognize the child's desire to improve their independent learning habits.
- It is best to work at the student's level, sit or stand with him/her. Show your interest and involvement.
- Always speak in a positive way to students -- point out the things they have done right, the things they do well. Be honest, discreet and sincere.
- Remind students of appropriate behavior if they are disruptive or break rules, but remember that corrective discipline is the responsibility of the principal and the teaching staff
- Be appreciative and supportive of efforts of the school, teaching staff as well as administration to educate all children and to provide the maximum learning opportunities for each student
- Volunteers are prompt, dependable and wear identification badges while on school grounds.
- Volunteers dress appropriately.
- Volunteers work under the direction and supervision of a member of the school staff. The relationship is one of mutual respect and confidence.
- Volunteers will support teachers -- not supplant them. Teachers are responsible for the content and instruction in the classroom. Be respectful of new ideas and procedures.
- Volunteers work within the rules of the school, as set forth by the principal.
- Volunteers will keep all information confidential.
- Volunteers will always treat the teacher, child, child's parent(s), guardian(s) with respect and shall not criticize or make negative comments about them to or in front of the students
- Volunteers shall exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups, and shall not make any comments that can be construed as racist, sexist or bigoted. Volunteers shall respect cultural differences and broaden their knowledge and understanding of human relations.
- Volunteers must avoid promoting any commercial products, religious doctrines or beliefs, political candidates or parties
- Volunteers must avoid lending money to students nor indulge the students with gifts, money or food.
- Volunteers shall be generous with praise and courteous with criticism



- Volunteers shall keep information about students and teachers confidential unless disclosure to proper authorities as required by law. Any information that indicates a student may harm herself/ himself or others must be reported to the teacher or counselor. If the student reports that he/she has been abused, that information should also be reported. This information shall not be repeated to friends, relatives, coworkers, or other acquaintances.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.

### Who is a S.A.G.E. mentor/helper?

Volunteers who work in a one-to-one relationship with students have a unique opportunity to help these students build feelings of competence and self-esteem, thus creating an environment for enhanced achievement. However, with opportunity comes responsibility. As a student begins to realize that there is someone who does care, who takes a personal interest in the individual, that student may show increasing trust in the S.A.G.E. volunteer. It is essential that nothing happen to damage that trust. This means that our volunteers must be a genuine friend and role model, accept the student as an individual, and follow through on all promised commitments.



## What are some of the opportunities that exist within S.A.G.E. where I can interact on a regular basis with the students?

read to a student • **listen to a child read** • help edit a writing assignment • **brainstorm about a writing assignment** • help with handwriting • **review math facts** • help students for whom English is not their primary language • **assist with preparation for the PA assessment exams** • discuss current events • **help with art projects** • model for an art class • **help in science class** • serve as a judge for a science competition • **help in computer class** • help/play with the band • **sing with the chorus** • help as a library assistant • **assist with grading papers** • help in a foreign language class • **mentor a student** • lend your hands to shop class • **serve as a guest lecturer** • help with drama productions • **work in the secret shop** • work in the school store • **sew costumes for school plays** • help in the music department • **chaperone a school trip** • share a hobby • **assist with life skills** • help students with interviewing techniques • **help with graduation project** • offer assistance in sewing class • **help in the nurse's office** • start a knitting club • **start a chess club** • begin a gardening club • **be host for the television show** • assist with web site • **help organize the end of the year appreciation** • make centerpieces for the recognition event • **enrich the education for gifted students** • be an oral historian • **share your experiences as a veteran** • help with the wrestling team • **share your travel experiences** • be a speaker for career day • **work together with the class with a community service project** • help recruit your friends to share their experiences • **serve on a steering committee to plan new events** • read books onto tapes • **help with assembly programs** • help backstage with productions • **assist with the holiday feast** • help with craft projects • **help with intergenerational spelling bee** • provide musical accompaniment at concerts • **write articles for newsletter** • take photos of events • **storytelling** • pitch in with mailings and newsletter • **help in the cafeteria** • be a lunch buddy • **be a judge at mock trials** • offer an assembly • **assist in after school activities** • share your culture, if you are foreign born • **share your professional knowledge** • speak to a health class • **share information about aging, or staying young at heart** • bring your pet to school • **make recipes from your childhood to share with a class** • bring in old toys for the “electronic generation” to see • **learn from students** • take a computer class • **get your neighbors involved** • attend concerts • **attend and support district sports teams** • come see a play • **talk at a school board meeting** • help with fundraising events • **help spread the word about S.A.G.E. at senior fairs** • talk to your homeowners association about S.A.G.E. • **be a friend and mentor** • help a special needs student • **learn about education in the 21st century** • help with student council • **attend a geography bee** • help with a service project • **be a role model (volunteering is “cool”)** • help reduce the “generation gap” and show kids that 55+ is a great time



of life • **write book reviews to encourage reluctant readers** • blog with the kids  
**chaperone a concert or play** • start or participate in a book club • **join a PTO**  
**and attend meetings so your voice is heard** • start a homework, math or (fill in  
the blank) \_\_\_\_\_ club • **conference with students about what they're**  
**writing and reading** • help a child with reading comprehension strategies • **help**  
**a child realize the wonder of learning** • volunteer at or attend a fun fair • **use**  
**your culinary skills to donate baked goods for a fun fair or other fundraiser**  
challenge students to beat you in “math fact challenge” • **dare students to think**  
**about math/reading, etc. differently** • direct (or assist) a play production • **help**  
**the IST (instructional support teacher) teacher and reading specialist with**  
**clerical duties** • make a difference in a child’s life by simply listening and giving  
much needed 1-on-1 attention • **be the person you always wished you had to**  
**encourage you in school** • join an elementary school “fit club” and show  
students an example of why moving the body at every age is important • **YOUR**  
**(better) idea!**



## Policies

### Absences and Lateness

The shoes that a S.A.G.E. volunteer fills are hard ones to replace. If you cannot attend, or need to be late for an obligation, please call the school office and ask for the message to be delivered to your teacher. This will assure that the students and teacher know that they can count on you, and sets a good role model for their anticipated future behavior as well.

### Attendance

Sign-in sheets are necessary for our program. It is important for the safety of our students to know who is in the building and when. It also helps to document your presence and will help us keep accurate volunteer records. Thank you for taking the time to sign in.

### Benefits

The benefits of volunteering to work with students are boundless. Know that you are helping to enrich the lives of the students while immersing yourself in bettering your community. Make new friends, young and old.

### Confidentiality

Perhaps one of the greatest obstacles in the path of effective use of volunteers is the worry on the part of teachers regarding the possible misuse of privileged information. Once a person begins to work in a school setting, he/she becomes privy to knowledge about children's behavior problems, academic ability, emotional maturity, relationships with others, etc. In some cases, information this nature is imparted in order that the volunteer might work more effectively with the child. In other cases, it is simply acquired in the course of frequent contact in the school.

In addition, volunteers are in a position to learn more about staff members than would normally be learned from their "public image." One also forms personal opinions about the professional competence of the individual teachers and principals.

There is nothing wrong with the volunteer possessing such knowledge and arriving at personal conclusions. These conclusions, however, should never be shared in the community or with anyone without a legitimate need to know. Similarly, care must be taken not to make comments harmful to the reputation of any pupil, professional or any other volunteer.





If problems develop, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

A volunteer has every right to expect that his/her participation will be treated with the same confidentiality and respect.

All volunteers must follow FERPA (Family Education Rights and Protection Act) which are federal mandates concerning confidentiality. Volunteers must make sure that they share nothing about a child they are working with, outside the school setting. Volunteers should not refer to the students they work with by name and they must never share information about a child to others (even if it is positive). Even in the school setting, volunteers should refrain from discussing individual students with anyone other than their assigned teacher. Information shared about students, should be done only by professionals in the school setting.

### **Disclosure of Possible Abuse**

Volunteers should report any concerns that they have about a child immediately to the teacher with whom they are working. If volunteers suspect that a child is the victim of sexual, physical or emotional abuse their responsibility is to report it to a school official who will then take the proper reporting steps. If a volunteer is concerned that a child is not receiving proper care from their adult care-takers, they should also report this to school officials. Volunteers should not take it upon themselves to question the child, to obtain verification of their concerns. This questioning should only be conducted by professionals affiliated with the school district. Volunteers will have conducted an important task by reporting concerns to individuals who are required by law to report suspicions of child abuse or neglect.

It is the legal obligation to report any suspected case of child abuse. If a child indicates to a volunteer that he/she has been or is the victim of abuse, or if a volunteer has strong suspicions that a student may be a victim of abuse, the volunteer must inform either the supervising teacher or principal.

One of the most difficult things to handle may be when the student who asks the person with whom they have confided to “promise not to tell.” A volunteer cannot make such a promise and should be clear about that to the child. Don’t try to “counsel” the child. Remain merely a sympathetic “listening ear” without being judgmental or trying to offer solutions. Assisting and counseling should come from those professions with the responsibility and experience to provide it.





### **Dress Code**

Take your lead from our staff and dress appropriately for the job you are doing.

### **Equal Volunteering Opportunity**

Senior Adults for Greater Education provides equal volunteering opportunities for everyone regardless of sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions. All matters relating to volunteering are based on ability to perform on the job, as well as dependability and reliability.

### **Fire Drills and Other Emergencies**

Volunteers may be working in a school when a fire drill occurs and they should be prepared for such an occurrence. One of the first questions a volunteer should ask the teacher that they are assigned to, is what they should do in case of an announced or unannounced fire drill. The volunteer should know how the students are to leave the classroom, where the students will walk to and where they will wait during the fire drill. Volunteers should then stay with their class during the fire drill and accompany the class back to the classroom once the drill is over. Volunteers should never leave the school during a fire drill, even if it is the volunteers' usual dismissal time.

In case of any other emergencies in the school, volunteers should make sure to follow the specific directions of the teacher. Teachers and administrators have very specific, practiced responses to emergency situations and they will be in control during any challenging situations.

### **Harassment**

Senior Adults for Greater Education intends to provide a volunteer environment that is pleasant, healthful, comfortable, enriching and free from intimidation, hostility or other offenses, which might interfere with volunteer performance. Harassment of any sort -- verbal, physical and visual will not be tolerated. Notify S.A.G.E. immediately at 215-357-2332.

### **Identification Badges**

You are required to wear your visitor badge at all times while on duty. Wearing your badge sends the message to staff and students that you are a "safe" person.

### **Grounds for Termination**

Volunteers shall perform volunteer services under the supervision of an assigned District employee and shall have the approval of a school principal or department administrator to perform such volunteer services.

Volunteers are expected to follow the direction of the District employee to whom they have been assigned and conform to all applicable laws, rules and policies. Volunteers are required to submit to a criminal background check and police check as a condition of service. These costs will not be incurred by the volunteer. Until a background check is complete, the volunteer may be unable to start.

Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may warrant termination of volunteer services. Schools are not required to utilize volunteer services, and the opportunity to volunteer may be denied for any reason at the sole discretion of school administration. Volunteers must not be utilized where their presence is considered disruptive to the educational environment of the school.

### **Memorandum for all S.A.G.E. volunteers regarding Press Inquiries**

In light of recent events drawing media scrutiny of schools, volunteers should not provide comment on or off the record to reporters or any other media outlets. Any volunteers contacted by the press should direct inquiries to Beryl Katz at [beasage03@aol.com](mailto:beasage03@aol.com), or 215 357 2332. We thank you for your cooperation and of course for all the work you do as a SAGE volunteer.

### **Security**

Always keep your belongings with you and secure. Know the location of all alarms and fire extinguishers, and familiarize yourself with procedures in the case of an emergency.

### **Volunteer Orientation**

The purpose of our volunteer orientation is to make you feel comfortable with your upcoming experience. At this time you will have the opportunity to ask any questions you may have, and to become more familiar with our values, mission, goals and purpose. Here you will learn of the policies and procedures for being a S.A.G.E. volunteer. You will understand how your contribution is important to our organization. Hopefully it is only the beginning of an exciting and enriching experience for you and our students.



## Information for Volunteers

Thank you for considering sharing your talents and time with the students and families of our district. Hatboro-Horsham School District welcomes and values volunteer participation in our schools. The following information will help you determine the type of clearances, if any, that you will need to volunteer in Hatboro-Horsham Schools.

### **Why does the Hatboro-Horsham School District (HHSD) require clearances in volunteer situations?**

To ensure the safety of our students, HHSD volunteers must comply with certain requirements. The District's objective is to "promote a safe and secure school environment by establishing requirements and procedures to be followed in order to ensure that school volunteers are in compliance with Pennsylvania's Child Protective Services Law, which requires certain volunteers in the District's schools to obtain background clearances prior to commencing services as a volunteer."

### **Who is required to obtain clearances?**

An adult applying for or holding an unpaid position as a volunteer who either is responsible for a child's welfare or will have direct volunteer contact with children on a regular and repeated basis. HHSD, in its sole discretion and in accordance with law, shall determine which volunteer positions involve responsibility for a child's welfare or direct volunteer contact with children on a regular and repeated basis.

"Responsible for a child's welfare" shall mean "a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control."

"Direct volunteer contact with children" shall mean "the care, supervision, guidance or control of children and routine interaction with children."

### **When do I need to obtain the clearances?**

If you volunteered in any of the Hatboro-Horsham Schools during the 2014-15 school year, you are required to complete all clearances by July 1, 2016.\*

If this is your first year as a volunteer in our schools you are required to obtain clearances prior to your volunteer assignment.



*\*Please note that you will only be provided a volunteer badge once all of your clearances are submitted and your application has been accepted.*

**For volunteers who are required to obtain clearances, what do they need to provide?**

- [Volunteer Application](#) - Please complete the HHSD Volunteer Application which includes demographic information to be kept on file at the Administration Building.
- [Pennsylvania State Police Criminal Record Check](#) - Please follow the link for the PA Criminal Record Check
- [Pennsylvania Child Abuse History Clearance \(Electronic\)](#) or [Pennsylvania Child Abuse History Clearance \(Paper Form\)](#)

*(The PA Criminal and Child Abuse Clearances are provided at no charge for volunteers)*

- [HHSD Volunteer Affirmation](#) **OR** [FBI Criminal Background Check](#) (Fingerprint)

Submit the HHSD Volunteer Affirmation if:

- You have been a resident of Pennsylvania during the entirety of the last ten years.
- You have not resided in Pennsylvania during the entirety of the previous ten-year period but have obtained an FBI Criminal Background Check clearance since establishing Pennsylvania residency, so long as they provide the District with a copy of the prior FBI clearance.

Submit the Federal Criminal Background Check (Fingerprinting) if:

- You have **not** been a resident of Pennsylvania during the entirety of the last ten years.
- You are chaperoning an event identified by the Hatboro-Horsham School District which requires a Federal Criminal Background Check.



*When registering for FBI fingerprinting, make sure you click on the icon entitled Pennsylvania Department of Education. Then go to register information. Please apply under "Register Online", which is located under "Registration Information" at the top right of the Applicant Fingerprinting Online Services page. For FBI Fingerprint Clearance locations, please click on "Print Site Locations" on the Applicant Fingerprinting Online Services page for a listing of sites that would be most convenient for you.*

**How often will I need to renew my clearances?**

You will need to update your clearances every 5 years.

**What should I do once I receive my clearances?**

Make an appointment to submit application

<http://www.signupgenius.com/go/20f054fa9ad2ca2fd0-volunteer1> - you will be able to make an appointment up to two weeks in advance.

Bring originals and 1 copy with you to the Administration Building

- You will have a picture taken.
- Your application will be reviewed. If you are approved, you will be notified by email to pick up your badge in the Administration Building.

**Important Information:**

- Your volunteer badge is valid for 5 years. You will not be permitted to volunteer without it. If you lose your badge, contact [volunteers@hatboro-horsham.org](mailto:volunteers@hatboro-horsham.org) or 215-420-5000. There will be a fee to replace a lost badge.
- Applicants will not be provided with an official copy of the FBI clearances.
- You are required to notify the District's Human Resources Department within seventy-two hours of any arrest or conviction of an offense that would constitute grounds for denying participation as a volunteer.



I, \_\_\_\_\_ (PLEASE PRINT) acknowledge that I have received a copy of the S.A.G.E. Volunteer Manual dated 2015. I understand that this manual replaces any and all prior verbal and written communications regarding S.A.G.E. working conditions, policies, procedures, appeal processes, and benefits. I understand that the policies and procedures described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not a volunteer of S.A.G.E.

I have read and understand the contents of this manual and will act in accord with these policies and procedures as a condition of my volunteering in the school as a S.A.G.E. volunteer. I have read and understand the responsibilities and I agree to act in accord as a condition of my volunteer assignment.

I understand that if I have questions or concerns at any time about the manual I will consult my building liaison, or contact S.A.G.E. directly.

Either S.A.G.E. or I can terminate my employment relationship at any time, with or without cause, and with or without notice.

Finally, I understand that the contents of this volunteer manual are simply policies and guidelines, not a contract or implied contract with S.A.G.E. volunteers. The contents of the manual may change at any time. Please read this Handbook carefully to understand these conditions of volunteering before you sign this document.

Signed ,

\_\_\_\_\_

Date \_\_\_\_\_

This copy  
goes to  
district  
personnel.



I, \_\_\_\_\_ (PLEASE PRINT) acknowledge that I have received a copy of the S.A.G.E. Volunteer Manual dated 2015. I understand that this manual replaces any and all prior verbal and written communications regarding S.A.G.E. working conditions, policies, procedures, appeal processes, and benefits. I understand that the policies and procedures described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not a volunteer of S.A.G.E.

I have read and understand the contents of this manual and will act in accord with these policies and procedures as a condition of my volunteering in the school as a S.A.G.E. volunteer. I have read and understand the responsibilities and I agree to act in accord as a condition of my volunteer assignment.

I understand that if I have questions or concerns at any time about the manual I will consult my building liaison, or contact S.A.G.E. directly.

Either S.A.G.E. or I can terminate my employment relationship at any time, with or without cause, and with or without notice.

Finally, I understand that the contents of this volunteer manual are simply policies and guidelines, not a contract or implied contract with S.A.G.E. volunteers. The contents of the manual may change at any time. Please read this Handbook carefully to understand these conditions of volunteering before you sign this document.

Signed ,

---

Date \_\_\_\_\_

Keep this  
copy for  
your  
records.



## **S.A.G.E. Contact Information**

**Phone:** 215.357.2332

**Email:** beasage03@aol.com

**Web:** www.beasage.org

**Address:** 120 North Chancellor Street, Newtown, PA 18940

## **Hallowell Elementary School S.A.G.E. School Liaison – 2015-2016**

Hallowell Elementary School  
200 Maple Avenue, Horsham  
(215) 420-5901

**Mr. Steve Glaize, Principal**  
[sglaize@hatboro-horsham.org](mailto:sglaize@hatboro-horsham.org)

