



Dear Volunteer,

I truly appreciate the time you give to the students, teachers and support staff at Oak Ridge Elementary School. With your help, we will all have a wonderful school year.

Please review the "Guidelines for Volunteers" on the back of this page before starting your volunteer assignment. It is important for all volunteers to follow these guidelines so that the Hands Across the District Volunteer Program continues to function in a professional and orderly manner.

As indicated in the volunteer guidelines, if you are a new volunteer, you are required to have a TB test. If you missed the TB test open dates through our nurse, Mrs. Haberle, please contact your local Dr. or Pharmacy. Once you have your results, please send them in with your child or bring them into the office.

Feel free to contact the Oak Ridge Elementary School Hands Across the District coordinators with any questions you have regarding volunteering during this upcoming school year. This year's program coordinators are Ashley Misir (215-605-7772; [ashleyym1024@gmail.com](mailto:ashleyym1024@gmail.com)) and Emily Vincent (267-218-1661; [emilymvincent@gmail.com](mailto:emilymvincent@gmail.com))

Thank you again for supporting Oak Ridge Elementary.

Sincerely,

Thomas F. Ferlick  
Principal, Oak Ridge Elementary

## GUIDELINES FOR VOLUNTEERS

1. Every volunteer is responsible for conducting him/herself in an ethical and businesslike manner.
  - a. Observe a professional code of confidentiality.
  - b. Do not discuss individual children outside the classroom.
  - c. Do not compare children within the classroom.
  - d. Avoid discussing teachers or teaching methods.
  - e. Discipline of the children is the responsibility of the teacher.
2. The teacher(s) that you will be helping will contact you if there is a volunteer opportunity that fits your schedule. If you cannot fulfill your commitment on your assigned day, please contact the school at 215-256-6633 by 8:15 a.m.
3. Volunteers are required to comply with the SASD safe school effort by entering the office upon arrival and signing the Oak Ridge visitor's log. After signing in, remember to take a volunteer badge and wear the badge the entire time during your visit to the school. Please remember to visit the office before leaving the building so you can return your badge and sign out.
4. Volunteers should also record their volunteer hours into the Hands Across the District volunteer log. This log is also located in the school office, in a binder and is arranged alphabetically. Please start a new page for yourself during your first visit. (Note: If you are volunteering at home, you can keep track of your hours and enter them into the Hands Across the District log during your next visit to the school office.)
5. Since you are working directly with children, volunteers are required by state law to have a TB test. The school nurse will administer the test, free of charge and a record of the test will be kept on file at the school. If you have recently had a TB test outside of the school, you may submit a doctor's verification to the school nurse.
6. If you haven't filled out your Volunteer Clearances, please follow this link for all appropriate forms: <http://www2.soudertonsd.org/community/volunteers/>. Please then send in forms with your child to be turned in to the office.
7. Volunteers may deduct on their income taxes "non-reimbursed" out-of-pocket expenses, such as mileage to and from school. You may use the standard per mile rate as set by the federal government. Upon your request, a copy of your volunteer application form and log of volunteer hours will be provided.
8. Volunteers are covered by the SASD liability insurance policy in the same manner that employees are covered.
9. Remember to be careful with your belongings and keep them in your assigned classroom or in the office.
10. Children are not permitted to accompany volunteers during volunteer assignments.