

Service-Learning at Saint Joseph's University



Gompers School

Placement Liaison	Kenzie
Address:	5701 Wynnefield Ave, Philadelphia, PA 19131
Phone:	215-400-7250
Supervisors	Jeffrey Wasch: jwasch@sju.edu
Transportation	Five minute walk through /around campus
Service Times	Three hours, varies during school day
Orientation and clearances required	<u>Gompers requires all volunteers to complete:</u> <ol style="list-style-type: none">1. Four clearances, listed below<ol style="list-style-type: none">a. FBI Criminal Background Checkb. PA Criminal Background Checkc. PA Child Abuse Clearanced. SJU Minors on Campus
COVID Precautions	<i>Please follow your CPO's requirements about wearing face masks and Covid testing.</i>

Description of the Agency: Samuel Gompers School is a public K-8 school in the School District of Philadelphia with special education and autistic support. "Samuel Gompers School provides a rich academic program for the children of the neighborhood. Gompers educational mission is to maximize the academic and personal competence of all its students. We recognize and value the potential of all students." Gompers School is located in the Wynnefield neighborhood of Philadelphia and sits beside SJU's campus. SJU and Gompers continue to work on deepening the partnership between the schools.

Service-Learning Activity:

Classes: Students assist in the classroom, providing group work support, individual tutoring or instruction for students ahead or behind the rest of the class, or assistance to the teacher during lessons or activities during the day. Students will primarily be developing relationships with the children in the classrooms where they are placed. Students involved in afterschool activities will assist by running aspects of the program, tutoring students, and engaging in conversation. Class assignments will be determined based on students' schedules and Gompers' teachers availability.

After-School tutoring: Students will support a new tutoring program with direct support of students assisting with homework help, tutoring literacy and math subjects. Students will build relationships with the students attending afterschool programs.

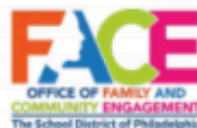
Orientation / Requirements: SJU and Gompers School policies require 4 clearances to volunteer at this placement turned in before start of service: Criminal Background, Child Abuse History, FBI Fingerprinting and school district video training.

****School District of Philadelphia** placements (Gompers School) require a different mandated reporter training (#4 online training) - If you complete the School District of Philadelphia training, you do not have to complete the SJU Minors on Campus training.

- **Volunteer Code of Conduct:** Summarizes the standard behavior, professionalism, and respect that all volunteers must adhere to when in our schools. All volunteers must read, agree to, and sign the [Volunteer Code of Conduct Form](#) before volunteering with the School District of Philadelphia.
- **Act 126 - Child Abuse Mandated Reporter Training Certificate:** Pennsylvania recently expanded the list of individuals considered to be mandated reporters. It is the School District of Philadelphia's interpretation that student volunteers of partner organizations working in District schools are now considered mandated reporters and must provide a certificate substantiating that they have been trained on this topic. Below is the link to the web-based training:
 - **Safe Schools Act 126 Training (Free, 3 hour)** - Print Certificates after completion:
<https://philasdnondistrict-pa.safeschools.com/login>
 - **Code** - ebee1b6e

More information on how to complete these clearances is available at www.sju.edu/servicelearningstudents and at Placement Awareness Training.

What YOU Need to Do
Before you volunteer!



Volunteer Paperwork checklist

Bring the following to your school to Begin Volunteering.
Altogether, these make up the Volunteer Packet.



Volunteer Code of Conduct

Go to www.philasd.org/FACE/volunteer to read, print, and sign our standards of behavior agreement, called the Volunteer Code of Conduct.



Child Abuse History Clearance

Go to <https://www.compass.state.pa.us/CWIS/Public/Home> to fill out. Find directions on www.philasd.org/FACE/volunteer.



PA State Criminal Background Check

Go to <https://epatch.state.pa.us/Home.jsp> to fill out. Find directions on www.philasd.org/FACE/volunteer.



FBI Background Check OR Signed Volunteer Affirmation

If you have NOT lived in PA for the past 10 years, go to <https://uenrollidentogo.com/> to obtain an FBI Background Check. If you HAVE lived in PA for the past 10 years, go to www.philasd.org/FACE/volunteer to print and sign the Volunteer Affirmation.



Certificate of Volunteer Orientation Completion

You have 45 days from your volunteer start date to complete our Orientation, either online or in-person. Go to www.philasd.org/FACE/volunteer to find both options.

Bring your Completed Volunteer Packet to the Main Office at Your School!

Questions? Need Assistance?
215-400-4180, Option #6 | volunteer@philasd.org

THE PATH TO BECOMING A SCHOOL VOLUNTEER



questions?

Call 215-400-4180,

Option #6

Contact

volunteer@philasd.org

Visit www.philasd.org/face/volunteer to find more helpful information!

Why?

FACE

OFFICE OF FAMILY AND COMMUNITY ENGAGEMENT
The School District of Philadelphia

THE SCHOOL DISTRICT OF PHILADELPHIA





We greatly value our volunteers, and we are so excited for you to share your special talents and time with our students! Thank you for your service.

WHO NEEDS CLEARANCES?

Any adult who wants to volunteer in the School District of Philadelphia needs to have the following clearances on file. A "volunteer" is an individual that provides a free service and will be responsible for a child's welfare or will have direct contact with student on a regular and repeated basis and/or have unsupervised contact with students.

Visitors—people who come into the school for meetings or special events and are supervised by school personnel—do not need to have clearances on file.

In asking for clearances, the School District of Philadelphia is not trying to deter families from being involved in their child's school, rather, we are abiding by Pennsylvania state law and creating the safest environment possible for our students.

WHICH CLEARANCES DO VOLUNTEERS NEED?

- 1) Volunteer Code of Conduct - FREE!
Available at www.philasd.org/face/volunteer
- 2) Child Abuse History Clearance - FREE!
Available at <https://www.comp.state.pa.us/CWTS/Public/Home>
- 3) PA State Criminal Record Check - FREE!
Available at <https://eparchi.pa.gov/Home.jsp>
- 4) Choose ONE of the following based on whether you have lived in PA for the past 10 years:

If you **HAVE** lived in Pennsylvania for the past 10 years...
Signed Volunteer Affirmation sheet
Available at www.philasd.org/face/volunteer

If you have **NOT** lived in Pennsylvania for the past 10 years...
FBI Background Check with Fingerprinting - \$21.35
Available at <https://seerolidsiderpa.com/>

OR

- 5) Certificate of Volunteer Orientation Completion
Available at www.philasd.org/face/volunteer



Volunteer opportunities vary by school. Examples include, but are not limited to:

Instructional

- Provide learning support to students under the direction of teachers or other school staff. Examples:
- Tutoring one-on-one or in small groups
 - Mentoring
 - Reading support

Administrative

- Help staff with tasks outside of the classroom, such as office work, cleaning spaces, and organizing materials. Examples:
- Making copies and stuffing folders
 - Providing library assistance
 - Sitting at the school's welcome/sign-in desk

Organizational

- There are many school-wide volunteer opportunities as well! Examples include:
- School Advisory Council (SAC)
 - Home and School Association (HSA)
 - Friends Of group
- *Clearances required if these individuals will be responsible for a child's welfare or will have direct contact with student on a regular and repeated basis and/or have unsupervised contact with students

Are there examples of when I do not need clearances on file?

Generally, if your duties do not include routine, direct contact and/or supervision of students and you will be supervised by school staff, you do not need clearances. Examples include:

- Back to School Nights
- Parent/Teacher Conferences
- Holiday or Birthday Party Assistance
- School assemblies
- Career Day



Bring all of the following to your school in order to begin volunteering!

- ☒ Volunteer Code of Conduct Agreement
- ☒ Child Abuse History Clearance
- ☒ PA State Criminal Background Check
- ☒ FBI Background Check, OR
Signed Volunteer Affirmation Sheet
- ☒ Certificate of Volunteer Orientation Completion

Who should I give my paperwork to?

You should bring all of the above paperwork to your school and give it to the school secretary, who will then give it to the principal or Volunteer Coordinator for review. After your paperwork is reviewed, it will be kept on file in a secure storage unit.

When can I begin volunteering?

Building principals will have the final determination regarding individuals who will volunteer or be considered visitors in their respective schools. Once the principal signs off on your Volunteer Code of Conduct Agreement, you can begin volunteering!

Are clearances required for field trips?

Yes, all field trips and chaperone activities require Volunteer Paperwork to be on file in the school's Main Office. The FACE Office recommends that any volunteer who may be interested in participating in a field trip get their clearances at the beginning of the school year to avoid last-minute delays in processing clearances.

All volunteer forms are available online at:
www.philasd.org/face/volunteer