

BAGGALEY ELEMENTARY SCHOOL

PTO HANDBOOK

2019-2020



Mrs. Kimberly Stewart, Principal

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www.glds.us

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Welcome to Baggaley Elementary School

Dear Parents / Guardians,

Welcome to the 2019-2020 school year! The officers of the PTO welcome all parents and teachers to join our efforts to create a great school environment for our children. We can only be successful with volunteer support.

This handbook is an effort to help you become familiar with our organization and its many functions at Baggaley. To help you decide where you want to be involved, the pages that follow contain information about various committees as well as a brief description of events.

The Baggaley PTO plays an important role in our children's lives. We raise funds that are used to enhance and improve the educational environment. Money raised pays for field trips, assemblies, holiday and special gifts for students and staff, books for the library, equipment for the playground, educational material, and so much more! Without your time, talent and funding none of these could happen!

Volunteer opportunities are many and varied. Regardless of the amount of time you may have to give, there is always something to do! There are opportunities to help during the day, evenings, weekends and at home. If you are considering volunteering at BES, you must have the following clearances, Criminal History Check (Act 34), Child Abuse History (Act 151), and Child Abuse Recognition and Reporting Training (Act 126 Parts 1 & 2). Clearances will need to be updated every 5 years. You will receive information on how to obtain the clearances you need at the beginning of the school year. All clearances must be completed and submitted before September 27th to the school office. In addition to the clearances you are asked to submit the Volunteer Confidentiality Agreement and the Notarized Sworn Statement.

Please remember- all parents/guardians are members of the PTO! You do not have to "join" and there is no membership fee. Please plan to become involved with the PTO this year! PTO meetings will be held on the second Tuesday of each month at 6pm. There will be no meetings in the months of December or May. Please check the calendar for dates.

We can only be as successful as our volunteers are willing! We can't wait to meet you.

Here's to a great year!

PTO Officers



Mission Statement

The Baggaley Parent Teacher Organization consists of parents and educational staff working together to create an atmosphere where parental and community involvement enriches the educational opportunities for every student.

Every child benefits from these efforts as they enjoy the many activities and experiences these efforts provide.

PTO Executive Committee

Principal

President

Co-Vice President

Rosebosky

Co-Vice President

Co-Secretary

Co-Secretary

Updegraff

Co-Secretary

Co-Treasurer

Co-Treasurer

Mrs. Kim Stewart

Mrs. Kelly Enick

Mrs. Angela

Mrs. Jennifer Schatz

Mrs. Charla Huber

Mrs. Christina

Mrs. Melissa Mowry

Mrs. Janet Winslow

Mrs. Becca Mitchell

The PTO officers are happy to answer any questions you may have concerning the PTO or a special activity. To reach an officer you may contact the school at 724-539-4531, visit Baggaley Elementary PTO's Facebook page or email us at baggaleypto1@gmail.com

Duties

PRESIDENT

Shall have a minimum of one year experience on the Executive board. Shall preside at all meetings of the organization, perform such other duties as may be prescribed in the bylaws or as assigned by the organization or by the Executive Board. The President will work with the officers and chairs of each event to make sure each event runs smoothly. The President will only vote on any motion in the event of a tie breaking vote is needed. The President is the representative of the organization to the Principal, at the request of the School District, or to represent at meetings outside of the organization if needed. If unavailable, the President is to contact the next officer in order to represent. The President will review and sign the organization bank statements monthly. The President will serve as an ex-officio member of all committees.

Following the expiration of the term, the IMMEDIATE PAST PRESIDENT may serve in an advisory capacity to the Executive Board for a period of one year without voting privileges.

Co-Vice presidents

Shall act as aides to the President and shall perform all duties of the President in the absence or disability of that officer.

Co- Secretaries

Shall keep the records and minutes of all meetings of the organization, general membership and/or other special meetings that are held. The Co-Secretaries will be responsible for posting the minutes of the general meeting to the BES PTO website and social media, and email them to any member that has requested to receive a copy. Shall attend to all organization correspondence, both incoming and outgoing. This shall include, but not limited to postal mail, interoffice mail and school mail. Co-Secretaries will be responsible for maintaining the BES PTO website, monthly calendar updates, prepare a monthly newsletter with upcoming events, upcoming fundraising information and past fundraiser profit amounts, meeting notice and contact information of executive board.

Co-Treasurers

Shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds, which shall be reported to the general membership, executive board, and all other times when requested by the executive board or by the Principal. A copy of the Treasurer's report shall be provided monthly in a timely fashion to all members of the Executive Board.

Standing Committees

BES PTO shall have the following committees with a chairperson(s) who has been selected by the Executive Board.

Marketing

The Marketing Committee shall be responsible for the promotion of the group and to retain membership. The Marketing Committee shall be responsible to assist the Co-Secretaries in maintaining a monthly newsletter during the school year. The Marketing Committee shall build community ties and create networking opportunities for members in supporting the students of Baggaley i.e. provide volunteer screening workshops, seek sponsorships, meeting speakers/activities when needed, networking events to promote the group.

Finance

The Finance Committee responsibilities will be to review bank statements, deposit slips, and current year's budget. The committee will not approve any spending of the PTO. This committee is only a review board. The current president(s) and treasurers will be members of this committee. There will be a limit of four other members. Meeting will take place every other month, after that month's pto meeting.

Volunteer Clearance Forms

Volunteers play an important role at Baggaley Elementary School. The PTO and teaching staff appreciate your time and dedication to helping make our school a fun and educational place for our students.

In order to volunteer, or participate in any activity at BES, all visitors must have up to date clearances on file in the office. If you received clearances **prior to June 2014** they must be resubmitted. Clearances must be renewed every five years. All clearances **MUST** be completed and submitted **before September 27th** to the school office. Clearances will **NOT** be accepted after this date for the remainder of the school year. Below are the clearances that you will need to obtain and directions on how to receive them.

In addition to the clearances you will need to complete the Volunteer Confidentiality Agreement and Notarized Sworn Statement and return them to the school office with your clearances. Additional copies of this can be found in the BES office, or the PTO tab on www.glsd.us/baggaley.

Subject: Notification of new law, House Bill 435/Act 153-Clearance Compliance

Act 153 is a new law requiring a new timetable for obtaining updated clearances for school district employees including coaches, substitutes, individuals providing contracted services, **volunteers** and others who are in a position responsible for the welfare of a child or having direct contact with children (care, supervision, guidance, and/or control of children, or routine interaction with children).

For the purpose of this notification, clearances are identified as: Act 34 (Criminal Record Check); Act 151 (Child Abuse History); and FBI (Fingerprinted FBI Criminal History Report). Although not directly impacted by Act 153, the requirements for the Act 24 of 2011/Act 82 of 2012 (Self Reporting of Arrest or Conviction) and Act 126 of 2012 (Child Abuse Recognition and Reporting Training/Required Every 5 years) will remain in effect.

Timetable for Act 153 Regarding Certification Compliance:

***New volunteers must have clearances prior to volunteering in any capacity.** No provisional statements will be accepted. Any **existing** volunteer who has clearances older than **60 months (5 years)** from the dates of their most recent clearances, must obtain new clearances and provide them to the school district **prior to volunteering in any capacity.** **ALL** clearances will be maintained in the building in which volunteers are volunteering. If volunteers are volunteering in more than one building, copies need to be made and given to all building principals in which they are volunteering.

CLEARANCES

[ACT 24 - Arrest and Conviction form](#)

Must be renewed every **60 months (5) years.**

[ACT 34 - Criminal Record Check](#) 1-888-783-7972

Must be renewed every **60 months (5) years.**

[ACT 151 - Child Abuse History Clearance Form](#) 1-877-371-5422

Must be renewed every **60 months (5) years.**

[Act 114 - FBI Fingerprint Clearances](#)

Must be renewed every **60 months (5) years.**

[Visit PDE Federal Criminal History Background Checks](#)

[PDE - School Volunteer FAQs](#)

PLEASE NOTE: If a volunteer has continuously resided in PA for 10 years and swears in writing that he/she has never been convicted of a disqualifying crime in

PA, or the corresponding offenses under the laws of any other jurisdiction, they do not need to complete the FBI fingerprint clearance. A link to the DHS form for volunteers can be found here:

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

5. ACT 126 Child Abuse Recognition and Reporting Training:
Must be renewed every **five (5) years**.

Act 126 - Parts 1 and 2 (BOTH parts must be completed)

Part 1

Act 126 - Mandated Reporter/Child Abuse Training for 3 hours - see options below...

University of Pittsburgh FREE online training at reportabusepa.pitt.edu

Knowledge 4 Solutions at knowledge4solutions.com

Ed Training Center at edtrainingcenter.com

Part 2

Act 126 - ADDITIONS to Mandated Reporter/Child Abuse Training

[Watch video](#)

[Print, sign, date and return form with your Act 126 Certificate of Completion](#)

[Presentation - for your reference](#)

All VOLUNTEERS will be required to show proof of attendance/completion of this program.

Rules For Volunteers

BES loves parent volunteers, and couldn't do what we do for the students and school without them. With that being said, our number one focus is our children's safety and education.

BES has compiled a list of rules to make sure our children get the most out of the time you donate to the school. For any questions, please contact the PTO or Mrs. Gyory.

- **Confidentiality**
 - We ask that you sign a confidentiality agreement each year. When you are in the school, you will see students throughout. Their privacy is important to them, their parents and teachers

- **Classrooms**

- o Classrooms are a big parent no-no! When volunteering at the school, of course you want to sneak a peek at your student. This disrupts the student, class and teacher and is not permitted.

● **Teacher/Staff**

- o Teachers and staff work on a schedule. Our time in the school cannot be used as a time for “pop-in” conference. Many times when teachers don’t have students, it is so they can plan lessons or enjoy their lunch. If you are in need, contact the teacher/staff for a scheduled meeting.

● **Lunch**

- o Parents are not permitted to have lunch with their student(s). Lunch, like other periods of the day, is structured. One parent in the lunchroom disrupts the whole cafeteria.

● **Location, Location, Location**

- o Please let Mrs. Gyory know where in the school you will be during your volunteer time. This is very important in case of emergencies and for child confidentiality. We ask that you stick to the location you are volunteering in only.

● **Furniture/Materials**

- o Many events require the use of chairs, tables, machines, games, etc. When you borrow from the school or PTO, you are expected to return it where and how you found it. We are lucky enough to have a fantastic custodial team that often will lend a hand with these items when they can, but it’s not to be expected.

School Calendar

The Baggaley Elementary Event Calendar for the 2019-2020 school year will be published in the PTO section of the Baggaley website. A hard copy will be sent home monthly to post on your refrigerator, bulletin board, etc. Every effort has been made to include all of this year’s activities. Please look for the monthly calendar to confirm dates and for additional events as they are

added. Dates and Events are subject to change due to school cancellations or delays.

Stay Connected

Here's how to stay connected with Baggaley Elementary. By staying connected, you won't miss out on any important information about any of our upcoming events.

- Look for our monthly newsletter
- Like and friend us on Facebook
 - Sign up for Remind
- Visit our website Baggaleypto.com

We will never share your information!
Only information regarding Baggaley Elementary will be sent to you.
To stay connected with all of the Greater Latrobe School District important communication, please register with GLSD Global Connect.

Looking to Help Out?

Here is a short explanation of some of the events that appear on our calendar.

Please inform any of the PTO officers or Committee Chair if you are interested in helping out with any of the events.

Alphabet Scramble- A golf outing held as a fundraiser. This activity features 18 holes of golf, lunch and dinner, door prizes and raffle items.

Book Fair- Our PTO offers children and parents the opportunity in the fall and spring to come and purchase books on display from Scholastic Books. It is open during Open House Week.

Bowling- An afterschool program held at Lincoln Lanes. Students are bused to the bowling alley from BES, bowl several games and have a drink and snack that is provided by the bowling alley. Students are picked up at the bowling alley by a parent or guardian.

Community Spirit Week- An opportunity for our school to help families in our area by donating food and other items.

Fall/Spring Fundraiser- These are the PTO's main fundraisers to keep the general PTO fund in good standing. Funds are used to pay for Class Field Trips, Assemblies, and so much more.

BES Olympic Day- students in all grades participate in Olympic type competitions set up on the school grounds.

PTO Meeting- This is for all parents/guardians to attend. We may schedule speakers for the meeting. Meetings are held to an hour at length.

Red Ribbon Week- This is a national campaign to promote drug awareness in the students. A letter is sent home detailing the events of the week.

Rock and Read- A fun activity that combines exercise and reading. During the school day students are either asked to rock (dance to the music played) or read quietly. Students are encouraged to read 20 minutes a day at home. This is also a fundraising event for the Outdoor Classroom Project and playground improvements.

Santa's workshop- Students have the opportunity to shop for Christmas gifts for family and friends.

Sarris Candy Sale- A fundraiser held at Christmas and Easter.

Student Store- Students have the opportunity to shop for various school supplies.