

School, Family, and
Community
Partnerships



The School District of the City of York



CENTRAL ADMINISTRATION

Dr. Eric Holmes, Superintendent
Dr. Andrea Berry, Assistant Superintendent
Dr. Linda Brown, Assistant Superintendent for Special Education
Ms. Lulu Thomas, Director of Pupil Personnel Services
Mr. Robert Bernhard, Director of Human Resources
Mr. Richard Snodgrass, Business Manager

ADMINISTRATORS AND SCHOOLS 2018-2019

PHINEAS DAVIS K-8 SCHOOL

300 South Ogontz Street
York, PA 17403
717-849-1246
Ms. Mindy Sweitzer, Principal
Mr. Greg Wolfgang, Assistant Principal

DEVERS K-8 SCHOOL

801 Chanceford Avenue
York, PA 17404
717-849-1210
Mr. Keith Still, Principal
Mrs. Heather Myers, Assistant Principal
Mrs. Angela Ashley, Assistant Principal

FERGUSON K-8 SCHOOL

525 North Newberry Street
York, PA 17404
717-849-1344
Mrs. Natasha Mathis
Mrs. Kelly Koerner, Assistant Principal
Mrs. Angela Ashley, Assistant Principal

GOODE K-8 SCHOOL

251 North Broad Street
York, PA 17403
717-849-1314
Mr. Robert James, Principal
Mrs. Chantress Williams, Assistant Principal

JACKSON K-8 SCHOOL

177 East Jackson Street
York, PA 17403
717-849-1223
Dr. Philip Livelsberger, Principal
Mrs. Deanna Bowman, Assistant Principal

MCKINLEY K-8 SCHOOL

600 Manor Street
York, PA 17403
717-849-1312
Ms. Danielle Brown, Principal
Ms. Alynne Hanson, Assistant Principal

WILLIAM PENN SENIOR HIGH SCHOOL

101 West College Avenue
York, PA 17403
717-849-1218
Mr. Brandon Carter, Principal
Mrs. Jennifer Portorreal, Assistant Principal
Mr. Kijuan Felder, Assistant Principal

CORNERSTONE

101 West College Avenue
York, PA 17403
717-801-2775
Mr. George Fitch, Assistant Principal

EDGAR FAHS SMITH STEAM ACADEMY

701 Texas Avenue
York, PA 17404
717-849-1240
Mr. Craig Linn, Principal
Mrs. Angela Ashley, Assistant Principal
Mrs. Jennifer Swartz, Teacher on Special Assignment
Family Literacy Program
Kimberly Shelley, 717-849-1414

HANNAH PENN K-8 SCHOOL

415 East Boundary Avenue
York, PA 17403
717-849-1256
Mr. Brandon Hufnagel, Principal
Mrs. Christine Greene, Assistant Principal

WILLIAM C. GOODRIDGE ACADEMY @ LINDBERGH

329 Lindbergh Avenue
York, Pa 17403
717-849-1388
Mr. Travis Rechel

INTRODUCTION

Thank you for your interest in volunteering in the School District of the City of York. Our schools depend on volunteers to enhance the programs and services provided to students. Volunteers are important members of the school district, they help our professional staff sustain effective learning environments, enrich the education and experiences of students and build critical partnerships to increase achievement for **all** students. As a volunteer, you are essential to the educational process, as you bring your knowledge and skills into our schools and strengthen classroom instruction. Volunteers are placed by schools and offices according to identified needs and perform tasks that support our students. Although volunteers are not paid staff members, they are expected to follow our policies, rules and procedures at all times.

OUR MISSION

As a professional learning community, we educate the **whole child** by providing an engaging and challenging learning environment to ensure each student receives a premier education.

OUR BELIEFS

- We believe in our students
- We believe in our parents
- We believe in our teachers
- We believe in our support staff
- We believe in our administrators
- We believe in our ability as a district to solve our own problems with local solutions
- We believe we will meet our goal

RATIONALE OF ADULT VOLUNTEER PROGRAM

Teachers in our schools work tirelessly to meet the needs of all the students in their classrooms. Any assistance provided by volunteers allows teachers to spend more time working directly with students. The classroom volunteers also provide more time for students to work directly with an adult to improve their skills. In addition to classroom volunteering opportunities, the need has surfaced for volunteers to serve in a variety of other capacities. Adult volunteers help to support some of the exciting programs offered in the schools. Those areas might include working in the parent center, library, office, or classroom.

OBJECTIVES OF VOLUNTEER PROGRAM

1. To assist in the individualization of instruction for all students by providing an adult tutor to review teacher presented work and provide drill work for previously presented concepts.
2. To improve educational achievement of all students.
3. To improve the educational climate of the staff and the students, thereby improving the atmosphere for learning and teaching.
4. To improve the individual child's self-image.

5. To provide necessary clerical assistance to staff to free them to provide for more individual attention to students and planning.

QUALIFICATIONS

Volunteer should have: a genuine interest in students, a professional commitment to your volunteer activity, regular attendance, a cooperative attitude, flexibility, good health, and a willingness to attend training sessions, as needed.

RESPONSIBILITIES OF TEACHERS AND VOLUNTEER

Both teacher and volunteer will work together more effectively if they both understand their major roles and responsibilities. We have developed the following outline of the responsibilities of the teacher and the volunteer.

1. The teacher is in authority and is responsible for the instructional program. The presence of the volunteer does not lessen the teacher's responsibility.
2. Communication between the teacher and the volunteer should be open. These individuals must be able to exchange information about pupils and discuss their own relationship.
3. The teacher and volunteer should have time to plan and evaluate as needed.
4. If a substitute teacher is required for the day, the substitute teacher assumes the responsibility of the teacher.
5. It is important for the volunteer to understand the philosophy of the district and teacher in regard to disciplining children. The volunteer have no legal authority to punish children. This responsibility rests with the teacher.
6. Tasks assigned to the volunteer should be increased gradually.

FIELD TRIPS – Field trips can be especially challenging. It is recommended that volunteers:

- Act as an authority figure.
- Have a list of cell phone numbers that include the school as well as other adult participants in the day's event.
- Ask if there is any important medical information for the students in the group you are supervising.
- Realize your first responsibility is the safety of students and to help, NOT socializing.
- Impart No special favors to students during the trip.
- Abide and enforce the parameters set forth by the teacher.
- When possible, seek to partner with a district employee's group.
- Partner with another supervising adult and establish restroom and eating schedules ahead of time. Adult supervision should be continual during the course of the trip/event.
- Public restrooms should be checked ahead of time, prior to students entering to ensure other adults outside of our district do not have access to our students.
- Volunteers should at all times remain with the group and in public view. Isolated student contact is discouraged for safety and volunteer liability.

ADULT VOLUNTEER ROUTINE PROCEDURES

1. Parking: use designated parking areas. Driveways must not be blocked.
2. Check In/Out: Upon your arrival, please check in at the school office. List your time of arrival in the Volunteer Log and pick up a Volunteer badge to wear while in the building, when you are ready to leave, please sign out in the office.
3. Please pick up Volunteer Packet upon arrival.
4. Fire Drill: If a fire drill occurs in the building, leave with the classroom teacher. Ask the teacher to go over the proper procedures with you.
5. Absence: It is your responsibility to notify the building office if you cannot be at school at the designated time. See the contact information at the front of the handbook.
6. **Other Students and Non-school age Children: Please arrange off-site babysitting for non-school age children when you volunteer in the school(s). No children/students should be in staff workrooms or mailroom.**
7. Dress and appearance are individual matters: however, good taste and appropriateness should be followed when volunteering in schools.

GENERAL TIPS FOR THE VOLUNTEERS WHO WORK DIRECTLY WITH STUDENTS:

1. Meet the student in a relaxed, friendly manner.
2. Learn his/her name and pronounce it correctly.
3. Let the student know you are truly interested in him/her as a person by asking about his/her interests, friends and problems.
4. Keep your schedule. The student looks forward to the time you share with him/her.
5. Give the student your full attention. Listen to what he/she has to say.
6. Let the student know you are as human as well. Don't be afraid to make mistakes.
7. Learn the school rules and follow them.
8. State your expectations early.
9. Use humor and never sarcasm.
10. Set an example for the student by being courteous and respectful.
11. Be prepared by having all materials ready. The student will think you are not interested if you are not prepared.
12. When tutoring a student(s), keep the session moving. When you notice the student(s) losing interest, change activities.
13. Build the student's self-confidence. Let him/her know you expect him/her to do well.
14. Ask for help when you meet a problem you are not sure how to handle.

ESSENTIAL GUIDELINES

APPEARANCE AND MANNER - Volunteers are considered non-paid employees and should be well groomed and dress professionally. Volunteers should also set a good example to students by maintaining professional conduct and language.

ATTITUDE- Volunteers must maintain an open mind. You must be willing to be trained and welcome supervision. Accept the rules and refrain from criticizing what you don't understand. There may be a good reason! The teacher is the person responsible for the child's education and is the overall authority in the classroom. The volunteer is an aide to the teacher and helps supplement his/her teaching.

DEPENDABILITY- The dependability of a volunteer is essential if he/she is to be of real service to the school. You and the staff member should arrange a mutually convenient time and the number of hours you are able to work each week. Because each job is important and has to get done, you must plan time to fit the schedule to which you agree. It is your responsibility to notify the building office if you are unable to be there. The children and teacher count on you, so please notify the school as early as possible if there is a change in schedule.

RESPONSIBILITY WITH COMMUNICATIONS- As a volunteer, you not only serve the needs of the school in an important way, but you also provide a vital link between the school and the community as a friend, a supporter and an interpreter. In working with children, you will need to take a positive approach – providing them with favorable reactions (praise), complimenting their actions, and guaranteeing some success for them, regardless of the difficulty they may have. You also will observe firsthand the total school program and will be used as a source of information in the community. If you find yourself making negative comments outside of school about something you have seen or done in school, you will damage the volunteer program and harm the image of the school in the community. Any questions or doubts you might have concerning anything done by you or others in the school should be discussed with the appropriate staff member.

CONFIDENTIALITY – As a volunteer you are assuming certain responsibilities similar of that of a professional. You have agreed to serve without pay but will be held to the same high standard as other members of the staff. All confidential matters must be kept confidential. When you discuss children's needs with their teacher or see personal information in the records such as test scores and grades, remember that this information is not to be discussed outside the school. It is very important not to gossip about students and their home or teachers and other personnel in the school. As a member of a professional team, you will begin to see why this would be most unfair to the family, students, and your school.

CONSISTENCY WITH ESTABLISHED STANDARDS- Each individual teacher has his/her own set of behavior standards for his/her classroom. If these standards are not explained before you begin your volunteer work, ask that they be explained. Feel free to remind a pupil of the rules when you observe an infraction. However, misconduct by students should be reported to the teacher in charge who will handle discipline.

IMPARTIALITY- If you are volunteering in your child's classroom, please avoid giving extra attention to him/her. Your role is to be a neutral helper and should be sensitive to providing too much attention to your child or his/her friends. Avoid "mini-conferences" or discussions about your own child's work or progress. With your neutrality, your child will also benefit from your help.

MAKING SURE THE CHILD FEELS SUCCESSFUL

Even something as simple as having a child repeat a word after you have said it to him/her gives him/her a feeling of success

Here are some ideas to help:

1. Ask the child to do something you feel certain he/she can do.
2. Praise the child for his/her success. Let him/her know you expect him to succeed by saying: "I knew you could do it!"
3. Make sure that as you move to the next lesson, it is a small move. It should not be much harder than the first step.
4. If the child does well, praise him/her and keep moving on. If not, try something easier.
5. Always end tutoring time with praise or a special award, if approved by the classroom teacher.
Note: Due to increasing number of severe food allergies, do not use food items as awards. Other rewards might be a star on a chart or a chance to do something special. The rewards should be given, but only when children know that they really did succeed in doing well.
6. Be sure to listen to the child. Often others may be too busy to stop and listen to what the student may have to say. By providing an opportunity for the student to talk and have an individual's total attention, you have shown that child that he/she has a value. Share information with the classroom teacher if pertinent.

Your job as a volunteer is very important. YOU must try to show that you think the child can learn and that he/she is a good learner. A warm, friendly feeling between the two of you will say that you know the child is an important and worthwhile person. When you praise the child for his/her work and give him/her small rewards, you are showing him that he can do well in school.

ACTIONS SPEAK LOUDER THAN WORDS! Your interest and tone of voice will spur the child on and raise his self-concept. Praise must come from the heart to be most effective.

POSSIBLE TASKS OF VOLUNTEER WORKING WITH STUDENTS

- Assist the teacher in determining if all written assignments are completed.
- Assist the teacher in reminding the children of assignments.
 - Repeat teacher –prepared instructions
 - Report widespread lack of understanding of skills to teacher
 - Inform teacher of lack of understanding of directions or assignments
- Assist teacher with such activities as:
 - Use of earphones
 - Arithmetic and word games where there are definite rules established by teacher
 - Dictate make-up spelling words
 - Read a story
 - Dictate vocabulary tests
 - Assist with physical education activities.
- Help guide students in use of library materials.
- Supervise study groups in the library.
- Assist with supervision of students using learning centers.

- Work cooperatively with groups of teachers and administrators.
- Under professional guidance, provide direct academic assistance to pupils in subject areas.
- Work with children individually during class work periods.
- Work with small groups of pupils who need special help in developing skills and competencies
- Work with more able students in areas of special interest and academic pursuits.
- Read to children in such a manner that children's interests are aroused.
- Keep bulletin boards current.
- Supervise committees engaged in painting murals, construction, researching, and/or experimenting.
- Tutor individual children.
- Listen to oral reading by children.
- Help with the preparation of special programs.
- Help children set up learning stations on independent research projects.
- Help with follow-up activities.
- Help children find materials in media-center when no one is available.
- Prepare learning centers (tutorial and clerical)

POSSIBLE TASKS OF VOLUNTEER WORKING IN A CLERICAL CAPACITY

1. Submit supply requisitions
2. Collect supplementary books and material
3. Organize resource material
4. Set up or assist teacher setting up learning stations
5. Assist teacher with making copies
6. Distribute routine notices, handouts

SCHOOL DISCIPLINE

To help you understand the philosophy of the district in regard to disciplining, we have included General School Rules, the Forever Homework Assignment, and Bully-Free Schools. The sole responsibility of disciplining rests with the teacher. You may support the teachers by giving friendly reminders of the rules when necessary.

GENERAL SCHOOL RULES

1. We are a "Hands Off" school! We keep our hands and feet and objects to ourselves!
2. We respect others and their property! We use kind words, productively, and responsibly.
3. We use common sense. If what we are doing may hurt ourselves, or someone else, or his/her property, WE DON'T DO IT!
4. We complete all assignments to the best of our ability.
5. Students are to walk in a courteous manner at all times. They are expected to report for their assignments on time, prepared to participate.
6. Be considerate to self, others, and things.
7. Communicate in ways that are helpful.
8. Solve problems in ways that are "OK".
9. What to do when someone bothers you.
 - a. Tell the person what it is that is upsetting you and ask if he or she is willing to adjust that situation?
 - b. Ignore that person.
 - c. Move away from the situation.

BULLY-FREE SCHOOLS

Our K-8 schools promote Bully-Free Schools. It is important that all students understand that bullying of any nature including cyber bullying will not be tolerated and that preventing bullying is everybody's business, including "bystanders". Bullying occurs when a child is exposed to **repeated** negative or malicious acts by another child or group of children. Bullying may involve either **direct** actions (e.g., hitting, shoving, kicking) or **indirect** actions (e.g., taunting, name calling, socially isolating another child). Although all children may experience occasional aggression or teasing by other children, those who are bullied are **repeatedly** targeted by their peers. Bullying also implies an **imbalance of strength or power** so that the child who is being bullied has a difficult time defending himself or herself. A onetime fistfight or occasional verbal disagreement between two children isn't bullying.

WORDS OF PRAISE

Awesome!

Good Job!

Neat!

Excellent!

Fantastic!

Beautiful!

Cool!

Great!

Very Good!

Incredible!

Well Done!

Way to Go!

Terrific!

WOW!

Wonderful!

Fantastic
Remarkable
Outstanding
Job
Beautiful
Dynamite
Sensational
Wow
Winner
Hooray
Terrific
Stupendous
Groovy
Keeping
Magnificent
Spectacular
Wonderful
Awesome
done
Hard
Fabulous
Unique
Amazing
Marvellous
Radical
Swell
Bravo
great
Brilliant
Improvement
Darling
Neat
Work
work
Phenomenal
well
excellent
Super

CAUTION

*Bully - Free
School Zone
AHEAD*

Volunteer Checklist

I have:

- Talked with the school's Principal
- Completed an Application to Volunteer
- Waited for my application to be processed and cleared prior to volunteering
- Participated in an orientation/training session
- Been assigned to a teacher or a supervisor of a project/activity
- A specific place and time to work

I know:

- The school layout, parking, and facilities available
- The school/classroom discipline policy
- Classroom policies, procedures, and rules
- Fire drill procedures and safety rules
- Where and when to report to work
- Where the sign-in book/computer and name badges are located
- What to do if I must be absent
- What to do if I am working with a substitute teacher
- Where instructional materials/tools are kept
- What is expected of me





The School District of the City of York School Volunteer Confidentiality Form

Completion of this form is required to volunteer in The School District of The City of York

CONFIDENTIALITY

As a volunteer you are assuming certain responsibilities similar to that of a professional. You have agreed to serve without pay but will be held to the same high standard as other members of the staff. All confidential matters must be kept confidential. When you discuss children's needs with their teacher or see personal information in the records such as test scores and grades, remember that this information is not to be discussed outside the school. It is very important not to gossip about students, their homes or teachers and other personnel in the school. As a member of a professional team, you will begin to see why this would be most unfair to the family, the students, and your school.

Name

Date

Signature

School Building

Principal's Signature

Date



The School District of the City of York School Volunteer Application Form

Completion of this form is required to volunteer in The School District of The City of York

Last Name	First Name	Middle Name	Birth Date
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Street Address	City	State	Zip Code
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Mailing Address (if different from above)

Home Phone	Work Phone	E-mail Address
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Ethnic Origin (optional):

African American/Black
 Asian/Pacific Islander
 Hispanic

American Indian/Alaskan Native
 Caucasian/White
Other _____

Age Group (optional):

Age 20 and under
 Age 20 to 61
 Age 61 and over

Health Restrictions (if any)	Emergency contact
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Please indicate affiliations (if any):

Big Brothers/Big Sisters
 Boys & Girls Club
 Foster Grandparents
 Other _____

Member of Community Church (name of church)
 Local Business (name of Business)
 District Employee (location)

I wish to be recognized as a Business Partner. Please contact me at: _____

I currently volunteer at another YCSD school (list school(s)): _____

I would like to volunteer in the following setting: (check all that apply)

Mentor Small Group Trip Chaperon General Supervision No Student Contact Other

Have children in School? Please list names/grades school

As a volunteer, I agree to abide by the rules, regulations, and policies of the School District of the City of York, its Board of School Directors, its Superintendent, as well as the laws of the Commonwealth of Pennsylvania and federal laws. I have received, read, and understand the School Districts policy relating to Volunteerism (Policy No. 916) and Child Abuse (Policy 806) and agree to abide by all of the provisions of that policy. I understand that I must maintain strict confidentiality with information to which I have access while performing my duties. I also understand that all personally identifiable information regarding students is confidential and that I may not disclose or discuss with anyone such information except to or with the teacher. I further understand and agree that I must obtain and submit to the district, at my own expense, an Act 34 State Police Background Check, an Act 151 Child Abuse History Clearance, and the FBI Federal Criminal History Record. I also hereby authorize the School District of the City of York to undertake its own background check with the Pennsylvania State Police, the Federal Bureau of Investigation, the Pennsylvania Department of Public Welfare, and/or any registry of information maintained regarding abandonment, abuse, or neglect to which the school district has access. My signature on this form is deemed to constitute consent and notification that a background check or search may be conducted as authorized above.

Signature	Date
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FOR OFFICE USE:

Volunteer Placements: _____

Clearances:

State Police _____ Child Abuse _____ FBI _____

SCHOOL DISTRICT OF THE CITY OF YORK

No. 916

SECTION: COMMUNITY

TITLE: VOLUNTEERISM

ADOPTED: October 20, 2010

REVISED: January 16, 2013

<p>1. Purpose SC 111 23 Pa. C.S.A Sec. 6301 et seq</p>	<p style="text-align: center;">916. VOLUNTEERISM</p> <p>The purpose of volunteers in the schools is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.</p>
<p>2. Definitions</p>	<p>Volunteers –one who voluntarily offers and provides a service to the school district without receiving compensation. Volunteers can fall into one (1) of three (3) categories: single event; short term or long term: and one (1) of two (2) student contact categories: limited contact or substantial contact. School District employees who volunteer their services to the school district are not subject to the definitions in this section, but are subject to the remaining contents of the school district.</p> <p>Volunteer Categories:</p> <p><u>Single-Event Volunteer</u> – One who voluntarily provides service to the school district, without compensation, for a single event which will be completed in one (1) to three (3) school days.</p> <p><u>Short-Term Volunteer</u> – One who voluntarily provides a service to the school district, without compensation, on an occasional basis not exceeding ten (10) days of volunteer work in the aggregate during a school term.</p> <p><u>Long-Term Volunteer</u> – One who voluntarily provides a service to the school district, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days. The intent, however, is to use a long-term volunteer over an aggregate period of time exceeding ten (10) days of volunteer work throughout the school year.</p> <p>Student Contact Categories:</p> <p><u>Limited Contact Volunteer</u> – Contact where the volunteer is in proximity of a professional district employee and there is no time where the volunteer is alone with a student or students in a secluded, isolated or remote area.</p> <p><u>Substantial Contact Volunteer</u> – Contact where the volunteer could be in</p>

	<p>contact with a student or students alone and unsupervised for periods of time. This volunteer contact time could include, but is not limited to, coaching, and overnight field trip or competition, and/or providing supplemental assistance to help address student needs as directed by applicable school staff but in a manner that is not in direct or close proximity of a professional employee and/or head coach, director or advisor. (like reading in the hall, etc.)</p>
<p>3. Authority</p>	<p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff. Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration which has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and the administration. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).</p> <p>Volunteers shall be approved by the school principal. A record of their names and brief description of the service performed shall be maintained via the visitor logs at the building level for a period of two (2) years. All such services are to be performed under the direction of school principal(s) and teachers, to provide assistance in an approved and appropriate school level activity, such as tutoring, demonstrating, chaperoning, monitoring, speaking, reading and similar activities.</p> <p>At all times, all volunteers are to perform only those duties and/or functions assigned to them by the school principal or designee or, in appropriate cases, the teacher to which they have been temporarily assigned.</p> <p>Volunteers will not stand in loco parentis status to students and are not legally empowered to regulate student behavior by performing or imposing disciplinary measures, unless the volunteer is a school district employee whose scope of employ allows such and who has been assigned to do so by the building principal or designee or, as is appropriate the teacher to whom s/he has been temporarily assigned.</p>
<p>4. Delegation of Responsibility</p>	<p>The school principal shall assume general authority and responsibility over all volunteers serving at that school or site. The principal will also base his/her assignment of volunteers on teacher requests for such assistance. The school principal who use(s) volunteers in any capacity shall be responsible for:</p> <ol style="list-style-type: none"> 1. Supervising the scanning of photo identification (driver's license or other) to show that the volunteer is not on the National Sex Offender Registry. www.nsopa.gov. 2. Supervising the dissemination and procurement of volunteer registration and clearances, if needed. Reviewing volunteer registration and required clearances. 3. Reviewing volunteer registrations and required clearances. 4. Maintaining a file of registrations and clearances.

	<ol style="list-style-type: none"> 5. Ensuring volunteer orientations are conducted, as appropriate. 6. Recruiting and selecting volunteers in accordance with the needs of the school as the principal and staff shall determine, including the number of volunteers providing service in any one area. 7. Developing a list of duties which would be performed by volunteers in accordance with the identified needs in his/her school. Such duties must be in accordance with applicable Pennsylvania laws and regulations and must not be in conflict with assigned duties of employees of the school district. 8. Assigning duties to the volunteers. 9. Ensuring any necessary training of said volunteers to perform the specific duties associated with their assignments. 10. Terminating the services of any volunteers: <ol style="list-style-type: none"> a. Who violates school district policy, school rules, or guidelines. b. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the school district, the school, the students and/or the school's personnel. 11. Informing the Superintendent and the Board in a timely manner of the termination of a volunteer.
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<p>5. Guidelines</p>	<p>The basic desired qualifications or characteristics for a person offering volunteer service shall be interest in the educational program; enjoyment in helping children; and a sincere belief that, by volunteering, a contribution will be made to the learning process.</p> <p>Volunteers, who are not employed as such, shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.</p> <p>Any school volunteer program which will require additional financial support from any school district budget will require a formal recommendation from the Superintendent or designee and approval by the Board prior to implementation.</p> <p>Volunteers will not be paid for their volunteer services.</p> <p>Volunteers may not have access to any materials of personal or confidential nature, unless the volunteer is a school district employee whose job allows such and who has been assigned to do so by the building principal or designee or as is appropriate, the teacher to whom s/he has been temporarily assigned.</p> <p>As a means of gathering pertinent information, each volunteer will complete a registration form prior to approval. Such registrations will be maintained in a school file.</p>
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Personnel records for volunteers shall meet the same confidentiality requirements as that of an employee.

To ensure the proper use of volunteers in the school district, the following minimal requirements shall apply:

	Limited Contact Volunteer			Substantial Contact Volunteer		
	License Scan	Clearances	Rpt. Form (PDE-6004)	License Scan	Clearances	Rpt. Form (PDE-6004)
Single Event Volunteer	Yes	No	No	Yes	Yes	Yes
Short-Term Volunteer	Yes	No	No	Yes	Yes	Yes
Long-Term Volunteer	Yes	No	No	Yes	Yes	Yes

SC 111
 Title 22
 Sec. 8.1 et
 seq
 23 Pa. C.S.A.
 Sec. 6301 et
 seq

ALL volunteers must provide a photo identification (driver's license, government issued ID, etc.) to be scanned prior to being approved to enter the school building as a volunteer or visitor. The photo identification will be checked on the National Sex Offender Registry (NSOR). No volunteer will be approved if they are on the NSOR.

Volunteers must provide an Act 34 criminal history report and an Act 151 clearance statement in order to be outside of the direct supervision of a certified school district employee with full clearances. They may not escort students in the halls or otherwise be alone with students if clearances are not provided. This includes reading in the halls or cafeteria.

All chaperones for any overnight trips must provide an ACT 34 Criminal History report, an ACT 151 Clearance Statement and a FBI Federal Criminal History Record.

For school district employees those clearances necessary for their employment shall be sufficient for their service as a volunteer.

Each volunteer or chaperone as is required above shall report, on the designated form (PDE 6004), arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending upon the nature of the offense, subject the individual to criminal prosecution and/or professional discipline from other agencies and/or subject to the individual being barred from participation in any volunteer capacity.

Volunteers, who are subject to completing PDE 6004, will submit no less than

annually, a completed, signed and dated form to the principal or designee. All volunteers who become the subject of an arrest or conviction are to report same to building principal.

All clearances are to be on file in the school district office and at the school building office in which he/she is volunteering.

Each volunteer will exhibit those behaviors considered appropriate for interaction with school district students, staff, and other volunteers and public while performing school related functions. These behaviors include, but are not limited to:

- a. Maintaining a warm, caring, child-centered attitude.
- b. Respecting the roles of school employees.
- c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence on the school.
- d. Following school district policy and school rules, including the directions of the school principal and professional employee to whom, they are assigned.

Volunteers shall meet any standards which may be established by federal, state or local government or by the Board and/or administration. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the school district's professional employees and support staff.

The Assistant Superintendent for Human Resources will prepare, for the building principals, a program to be provided to volunteers that includes all references to school district policies that parallels the information given to new employees.

Because of their influence as role models, volunteers must refrain from using tobacco, alcohol or controlled substances, or being under the influence of alcohol or controlled substances, when they interact with students during school activities, including those that take place outside of the school building.

Volunteers in a school setting shall work with students under the immediate supervision and direction of a certified person.

Volunteers will not be permitted to administer first aid, except in the case of an emergency. The exception shall be a school district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.

Long-term volunteers will undergo a tuberculosis examination, at no cost to the volunteer, administered by a school district nurse in accordance with the regulations of the Pennsylvania Department of Health. This examination shall

	<p>be performed upon a person being placed on the long-term volunteer list.</p> <p>Long-term volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history/child abuse report. If, under the pertinent laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not serve as a volunteer.</p> <p>Approval to serve to serve as a volunteer, when granted, is for that period of time that spans from when approval is officially granted until such time that the building principal removes his/her approval.</p>
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Request the Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/cwis/public/home>

Request a Criminal History Record

<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx>

Request Fingerprint

https://www.pa.cogentid.com/index_dpw.htm

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
VOLUNTEER ONLY**

1-888-QUERYPA (1-888-783-7972)

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – RCPU 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
VOLUNTEER'S AGENCY/ORGANIZATION (MANDATORY)		TELEPHONE NUMBER		

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

By signing this form, I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$8 fee is being waived because of my status as an unpaid volunteer.

REQUESTER SIGNATURE <small>(*Signature required for processing*)</small>	DATE
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WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.