

# **THE PENN MANOR SCHOOL DISTRICT SCHOOL VOLUNTEER MANUAL**



Guidelines and expectations for serving as a volunteer during the 2017-2018 school year

### **Expectations and Guidelines for Volunteering**

The Penn Manor School District greatly appreciates all of our volunteers who provide much needed assistance to students and teachers in so many ways, from attending school field trips, to band camp and musical competitions to athletic activities. We are very excited and value your involvement and participation and we are glad that you have graciously decided to volunteer with the Penn Manor School District. There are numerous opportunities and we are certain you will find a place to utilize your knowledge and talents while helping to impact and develop the lives of our students.

This manual serves as a resource for all current and prospective volunteers within the District. Please read through this manual carefully. It is designed to give volunteers much of the information necessary to ensure your experience with us is rewarding. If you have any questions, please do not hesitate to contact Sandra Shenk, Human Resources Assistant (Ext. 2246) or Theresa K. Chiodi, Director of Human Resources at (717)-872-9500, Ext. 2247.

Again on behalf of the District, volunteers are essential in helping our students be successful and you are an important member of the school team. Volunteers are essential to bringing the outside world to the school. Thank you for your time and commitment, we recognize that you make a difference!

### **You Are Part of an Education Team**

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

#### **Goals:**

##### **For Students...**

- ❖ Enriches learning
- ❖ Opportunities for exploration
- ❖ Additional individualized and personalized attention
- ❖ Increased motivation and improved self-concept
- ❖ Positive adult role models

##### **For the District...**

- ❖ Improved student achievement, attitude and behavior
- ❖ Community support
- ❖ Parental understanding and cooperation
- ❖ Positive community attitudes

### **For the Community...**

- ❖ Better quality education
- ❖ Added pride and confidence in the educational system
- ❖ Well-educated students

### **For Volunteers...**

- ❖ Sharing knowledge and talents
- ❖ Providing active support for quality education
- ❖ Becoming more involved in the school and community

### **Working closely with the classroom teacher and school staff includes:**

- ❖ Following the direction of a school staff member
- ❖ Accepting direction and suggestions from teachers
- ❖ Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- ❖ Understanding that evaluation of a student's learning can only be done by the teacher
- ❖ Committing to working in a classroom to support and improve education for all students
- ❖ Seeking help from the teacher when you need additional information or instruction
- ❖ Sharing ideas and constructive comments with the teacher
- ❖ Acknowledging that teachers are responsible for discipline in the classroom
- ❖ Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature

### **Enjoy working with students by:**

- ❖ Providing help and assistance without doing the work for students
- ❖ Using Patience and kindness
- ❖ Showing a genuine interest in each student
- ❖ Accepting each student and encouraging the best from him or her

If the volunteer placement is not a fit for you, the teacher or the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

### **Volunteer Expectations**

#### **Volunteers are expected to:**

- ❖ Sign in and wear an ID badge while in the school buildings at all times
- ❖ Wear appropriate attire
- ❖ Show respect for all staff and students
- ❖ Share concerns regarding students with the school Administration only

If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there. Please do not bring younger children to the school during your volunteer hours. You will also be asked to turn off your cell phone while you are volunteering in the classroom and are discouraged from making personal calls while in the building.

### **Ground Rules for School District Facilities**

- ❖ No smoking or tobacco allowed, including on athletic fields and in district vehicles
- ❖ No weapons allowed in your vehicle or on any District property, sporting facilities, and school buses
- ❖ No drugs or alcohol allowed in your vehicle or on any District property, sporting facilities and school buses
- ❖ Do not use school equipment for personal purposes

### **Maintain Student Confidentiality**

Volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the district confidential. In fact, federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission.

Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others – even their parents. Do not make references to students' abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their students' progress, suggest in a friendly way that they contact the teacher.

### **Unlawful Harassment**

The Penn Manor School District's Unlawful Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. The Board encourages employees, volunteers and third parties who have been harassed to promptly report such incidents to their direct supervisor. If the director or supervisor is the subject of a complaint, the incident should be reported directly to the Principal or Compliance Officer which is the Human Resources Director. Volunteers are expected and required to respect and uphold the Penn Manor School Districts Harassment Policy. The district asks you to review the enclosed Unlawful Harassment policy 348

in detail prior to volunteering. As a reference all approved Policies can be located under School Board” and “Board Policies” on the district website.

### **Accident Reports**

Any accident involving a student, employee, or volunteer that occurs on school property must be reported to the building principal and school nurse using the appropriate District accident report forms. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues.

**Notice of Non-Discrimination:** The Penn Manor School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

### **Fire and Emergency Procedures**

In the event a fire starts in the building, use the following guidelines for reporting the fire:

- ❖ Notify the office to immediately call 911
- ❖ Have everyone evacuate the area as a precaution
- ❖ In the event of other emergencies, you are to follow instructions provided by the teacher or building principal

### **Important Guidelines**

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

### **General Guidelines for Safe Interaction with Students:**

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

#### **Do Not:**

- ❖ Take a student or students on private outings
- ❖ Initiate social activities with students
- ❖ Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- ❖ Provide childcare for students
- ❖ Ask a student to baby-sit for your family
- ❖ Engage in Social Networking with students via Facebook, Instagram, Snapchat, Vine or Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries

## **Communication**

Do not say or write things to a student that you would be uncomfortable sharing with the students' parents, district/school administrators or the teacher you are working with.

### **Do Not:**

- ❖ Make any comments that are based on gender or could be construed as sexist
- ❖ Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- ❖ Make jokes that belittle or diminish another person
- ❖ Give students compliments that focus on physical attributes
- ❖ Initiate conversations or correspondence of a private and/or personal nature with students

## **Working Alone with Students at School**

- ❖ Always keep the door open and lights on
- ❖ Do not post anything on class windows that would obstruct a clear view into the room

## **Gifts**

In general, giving gifts to students is not encouraged. If gifts are provided they should be:

- ❖ Of nominal value
- ❖ Identical for all students in the class
- ❖ Approved in advance by the teacher or administrator in charge of the program

## **Field Trips and Off-School District Activities**

It is the general policy of the Penn Manor School District that all off-campus field trips and activity chaperones must be at least 21 years of age.

Volunteers shall not be encouraged to transport students in personal vehicles.

## **Volunteer Coaches**

Individuals who wish to become volunteer coaches for any sports in the District, must first contact the Athletic Director. In addition to completing the clearances, you must provide additional information:

- 1) Provide proof of valid First Aid and CPR card to the athletic director.
- 2) Complete the cardiac and concussion courses
- 3) Complete a basic coaching online course that the PIAA will be making mandatory in 2018.
- 4) Review and agree to comply with the coach's handbook.

Please note that coaches are not able to begin their volunteer assignment and have contact with students they are Board approved. You will receive a letter/contract from the Athletic Director and Human Resources Office when you are board approved and are able to begin your volunteer services.

### **How do I become a Volunteer?**

Volunteers are parents or community members who voluntarily offer a service to the District without compensation. The following steps must be completed prior to starting actual volunteer services:

- 1) Obtain a volunteer packet and return it to the building secretary (when school is in session) or the Human Resources Department at the District Office.
- 2) Obtain your clearances and complete all the required paperwork below:
  - **The Pennsylvania State Police Criminal Records Check**
  - **The Child Abuse History Clearance**
  - **The Penn Manor School District Volunteer Affidavit and/or The Federal Criminal History Background Check (if you were not a resident of the Commonwealth of Pennsylvania for ten (10) years prior to volunteering with us.**
  - **Complete the Volunteer and the Arrest/Conviction Report and Certification Form (Act 82 of 2012, PDE-6004)**
  - **Review the Penn Manor Volunteer Manual and required Board Policies-916 Volunteers, 348 Unlawful Harassment, 806-Child Abuse, 247-Hazing**
  - **Review and sign the Penn Manor School District Volunteer Agreement**
  - **You will need to provide your driver's license as proof of identity. Only your clearances can be used in order to become a volunteer with the Penn Manor School District. Spouses or any other member of your family clearances are not acceptable.**
- 3) Once you have completed all of the required paperwork, you may either drop off the information to the building secretary (when school is in session) or scan and/or drop off your paperwork to the Human Resources Director at the District Office. Once all the documentation is reviewed and approved, you will receive a memo from the Human Resources Office confirming that you have turned in all of your paperwork and that you have been approved as volunteer within the District. At a later date you will be contacted by the building principal or designee to begin your volunteer service.

### **Volunteer Clearance Process**

#### **New Background Clearance Requirements for Pennsylvania School Volunteers**

The Pennsylvania General Assembly amended the Child Protective Services Law several times over the past year. The most recent changes were made through Act 153 of 2014. As it relates to clearances, Act 153 now requires all current Pennsylvania school employees and volunteers to obtain new clearances. There are three required clearances. The FBI clearance can be waived for volunteers only if you have been a resident of Pennsylvania

during the entirety of the last ten year period. Parent volunteers must also complete an Arrest/Conviction Report and Certification Form, PDE-6004.

1-Pennsylvania State Police Criminal Record Check

2-Pennsylvania Child Abuse History Clearance

3-Federal Bureau of Investigation (FBI) Criminal Background Check - Must select PA Department of Education (not PA Department of Welfare)

4-Completed Arrest/Conviction Report and Certification Form- PDE 6004

5-Completed Volunteer Affidavit Form for Exemption from FBI Clearance

The fee has been waived for the Pennsylvania State Police clearance and the Pennsylvania Child Abuse clearance for volunteers only.

### **INSTRUCTIONS FOR COMPLETING CLEARANCES**

#### **1-PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS**

No fee for volunteers.

#### **ELECTRONIC SUBMISSION**

<https://epatch.state.pa.us>

Applicants can go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police or apply by mail. When you visit the website, click the yellow box “New Record Check” (Volunteers only).

[Pennsylvania State Police Request for Criminal record Check Form \(SP4-164\)](#)

Once this background check has been requested, a Record Check Details response status screen will appear. Please select and print the Certification Form.

#### **2-CHILD ABUSE CLEARANCE INSTRUCTIONS**

No fee for volunteers.



## ELECTRONIC SUBMISSION

<https://www.compass.state.pa.us/CWIS>

The School Employee or Volunteer box should be checked under purpose of clearance.

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. (Please download the CY113 Form)

Submit paper applications to:

ChildLine and Abuse Registry  
Pennsylvania Department of Human Services  
PO Box 8170  
Harrisburg, PA 17105-8170

The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results. If you have trouble accessing the application you may need to download the latest version of Adobe Reader, which is available free on the internet. Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at [717-783-6211](tel:717-783-6211) or toll free at [1-877-371-5422](tel:1-877-371-5422).

## 3-FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS - \$24.25

Complete only if you have not been a PA resident for the entirety of the past ten years.

The Pennsylvania Department of Education utilizes Cogent Systems to process finger printing based FBI criminal background checks for prospective employees or volunteers of public and private schools.

## ELECTRONIC REGISTRATION

Applicants must register first at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by calling [1-888-439-2486](tel:1-888-439-2486), 8AM to 6PM EST.

Individuals applying to a school district or an Intermediate Unit MUST choose PA Department of Education. The applicant will automatically receive a copy of the fingerprint clearance.

The cost is \$24.25. Credit/debit card may be done online. Money orders or cashier's check payable to Cogent Systems will be accepted at the center. No cash or personal checks allowed.

You should either print out the registration confirmation or if you do not have access to a printer, you must record the number in a safe place to give to your employer.

\* Applicants must provide proof of identity upon arrival at the Fingerprint Center such as a state issued driver's license, state I.D card, passport, etc.

\* After being fingerprinted, applicant must provide the SCHOOL DISTRICT'S PERSONNEL OFFICE with the registration confirmation number. (Individuals registered under the Department of Education will receive a number starting with

"PAE.....") The Employer will then obtain the original clearance via the website. The unofficial copy will be mailed to the employee within a few days.

4-An affidavit may be submitted in lieu of the fingerprint based Federal Criminal History (FBI) submitted through the Pennsylvania State Police or its authorized agent if:

- The position the volunteer is applying for is an unpaid position, and
- The volunteer has not lived outside the Commonwealth of Pennsylvania in the last ten (10) years from the date application. The affidavit is available on line and in the main office of each school and the Human Resources Department located at the District Office.
- If a volunteer **has** lived in Pennsylvania for ten (10) years and chooses to provide a copy of their FBI Registration ID PAE #, side one, "Civil Applicant Response", side two, which is one (1) year old, we will be unable to access the information and the volunteer will be required to complete the Volunteer Affidavit and PDE-6004.

- If a volunteer **has not** lived in Pennsylvania for ten (10) years and provides a copy of their FBI Registration ID PAE #, side one, "Civil Applicant Response", side two, which is **over one (1) year old**, we will be unable to access the information and the volunteer will be required to complete obtain their fingerprints and must register at [www.pa.cogentid.com](http://www.pa.cogentid.com) and click on the Dept. of Education icon. We cannot accept Volunteer clearances from the Pennsylvania Department of Human Services. They must be obtain from the Pennsylvania Department of Education, School Services Unit.

### **Annual Approval**

You will need to complete the volunteer application each year to assure we have your correct contact information. You must be board approved every year prior to serving as a volunteer.

Once you have completed all of the volunteer information and clearances, please contact Beth Shenenberger or Theresa Chiodi to have your information processed:

Beth Shenenberger, Human Resources  
2950 Charlestown Road  
Lancaster, PA 17603  
(717)-872-9500 Ext. 2246  
[beth.shenenberger.pennmanor.net](mailto:beth.shenenberger.pennmanor.net)

Theresa K. Chiodi, Director of Human Resources  
2950 Charlestown Road  
Lancaster, PA 17603  
(717)-872-9500 Ext. 2247  
[theresa.chiodi@pennmanor.net](mailto:theresa.chiodi@pennmanor.net)

### **Helpful links**

- [Frequently Asked Questions from the PA Department of Human Services](#)
- [Keep Kids Safe PA](#)
- More detailed information may be found at [www.pa.cogentid.com](http://www.pa.cogentid.com).

## Penn Manor School District Volunteer FAQs

### **Do ALL volunteers have to have clearances?**

Yes, all volunteers will be required to have background clearances. The new state law requires that the following volunteers need clearances:

1. Volunteers who are responsible for the welfare of the child.
2. Volunteers who have direct contact with a child, i.e., providing care, supervision, guidance or control of a child (using the common meaning of those terms, with child safety serving as the paramount consideration).
3. Volunteers who have routine interaction with children (volunteers who have regular, ongoing contact that is integral to their volunteer responsibilities).
4. Any individuals who serves without pay as a sports coach.
5. Any individuals who regularly assists and has contact with children in connection with a play, concert, or other curricular, co-curricular, or extracurricular activity.
6. Student Volunteer-A student age 18 or older enrolled in one the District's schools who volunteers for an event on school grounds and sponsored by the school in which the student is enrolled and which is not an event for children who are in the care of a child care service. The definition applies only if the student is not responsible for the welfare of any child at the event.
7. The following individuals are not required to obtain clearances:
  - Visitor-An individual whose actions do not rise to the level of a volunteer. As examples and without limiting the category of individuals who may be considered visitors, Visitor includes:
    - ✓ A parent, close relative, or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, meet with, or share a celebration time with, a student who is the individual's child or other close relative or for whom the individual is the guardian.
    - ✓ An individual who attends a sports event or other co-curricular activity.
    - ✓ An individual who is a career day or other similar speaker or participant visiting to share information with students under supervision of a school employee. Visitors are governed by Board Policy No. 907/School Visitors.
    - ✓ An individual who allows a student to visit the individual's place of business for a job shadowing for a very limited time period in not considered involved in an internship, externship, work study, co-op or similar program.
    - ✓ Unless a Principal can categorize your activity as that of a visitor, you will need to have clearances (in advance) to volunteer with our students.

**What clearances are required?**

Three different clearances are required – (1) PA State Criminal Record Check, (2) PA Child Abuse History Clearance and (3) Federal Criminal History Record Check (“fingerprint”)

The new state law permits the District to waive a volunteer’s need to obtain the Federal Criminal History Record Check (FBI Fingerprint) if the volunteer can attest that they have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period.

**Why are 3 different clearances required?**

Each clearance request searches a unique database of records. The PA clearances for child abuse and criminal records are held in 2 different state databases, while the Federal clearance checks criminal history through a national database.

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

Once you receive all your clearances, take the originals to the Main office of the school in which your child attends and where you plan on volunteering, during normal office hours, when school is in session; otherwise, please take your original clearances to the District Office, Monday-Thursday, (7:00am-4:00pm), over the summer months, when school is not in session or you may scan your clearances to the Human Resources Mailbox, [HumanResources@pennmanor.net](mailto:HumanResources@pennmanor.net)

Additional times can be made by appointment. Administrative Staff will review your clearances and will make a copy to keep for our files. The originals will be returned to you. Thereafter, your name will be added to a central database of volunteers who have submitted clearances and will be maintained by the Human Resources Department.

**What if I have older clearances that I got for volunteering with other organizations?**

The District will accept the clearances provided they are not more than three years old from the date of submission. The clearances will expire when the oldest of the submitted clearances is more than 5 years old.

**How often will I have to update my clearances?**

Every 5 years from the date you submit them to the District.

**What if I am not truthful about disclosing prior arrests or notifying the District of a subsequent arrest?**

The statute makes the failure to disclose information a misdemeanor of the third degree.

### **How much do the clearances cost?**

Effective July 25, 2015, the cost of each of the clearances is:

- Pennsylvania State Police Clearance for volunteers (free)
- Pennsylvania Child Abuse History Clearance for volunteers (free)
- Federal Bureau of Investigation (FBI) report – PDE (\$24.25)-If you have not lived in PA for a period of 10 years; otherwise there is no charge for completing the Volunteer Affidavit and PDE-6004 form.

### **How long does it take to obtain my clearances?**

The length of time it takes to receive your clearances is contingent upon the method you use to apply for the clearances. Applying online will typically result in a faster turnaround time. It is also important to note that all potential volunteers across the Commonwealth of Pennsylvania will be applying for clearances as well. We encourage prospective volunteers to begin applying for their clearances as soon as possible.

### **How will volunteers submit their clearances?**

Potential volunteers must present clearance documents to your child's school, while school is in session; otherwise, you will have to drop them off at the District Office. Upon verifying the original clearances, the school or District representative will return the originals back to the individual and retain a copy of each clearance/exception statement.

Once the clearances are completed and dropped off at the respective buildings, the Human Resources Department will process the paperwork and will email once you are approved to volunteer.

### **What will the school/district do with my clearances once I submit them?**

The Human Resources representative will document the clearance information in a shared database that can be accessed by all schools in the District and maintained by the Human Resources Department. The database will include the names of approved volunteers as well as the expiration dates for each individual clearance. A copy of the clearances/exception forms will be maintained in the District for a period of sixty months (5 years), at which point, the clearances will be destroyed. New clearances will need to be obtained in order to continue to volunteer within the District.

### **I have students in multiple school buildings; will I need to submit my clearances to each school?**

No. Since there is only one PMSD volunteer database that is shared among the buildings, you will only need to submit your clearances to one location.

**I already have my clearances. Will I need to get new ones?**

Act 153 stipulates that clearances are good for 60 months from the effective date. You can submit your current clearances as long as they are less than Five years old.

**Who is responsible for accessing the database at the building level and how are the names of approved volunteers shared with the organizers of various activities?**

Each building secretary will be responsible and will have access to the approved volunteer's database. If an event is planned that will require the use of volunteers, the organizer of the event will work with the secretary and/or principal to ensure that these volunteers have provided the appropriate clearances.

**Is the person responsible for acceptance of volunteers required to keep a copy of my clearances?**

Yes, pursuant to § 6344 (b.1), the employer, administrator, supervisor or other person responsible for employment decisions or acceptance of the individual to serve in any capacity requiring clearances, shall maintain copies of the required information and require the individual to produce the original documents prior to employment or acceptance to serve in any such capacity, except provisional employees for limited periods as described in § 6344.2 (f) and outlined above. An employer, administrator, supervisor or other person responsible for selection of volunteers that intentionally fails to require an applicant to submit the required clearance before the applicant's hiring commits a misdemeanor of the third degree. Agencies are reminded that the child abuse history clearance information is confidential and may not be released to other individuals.



In closing, the Penn Manor School District applauds your decision to serve our students and staff as a volunteer. We recognize that your time is valuable! Please know that we will do our very best to make your experiences in our schools both enjoyable and rewarding.

It is our hope that through your examples of service and commitment, our students will be inspired to follow your lead as they progress through the formidable years of their young lives. Volunteers play an integral role in the development of the whole student in our community.

On behalf of the Penn Manor School District and the Board of School Directors, Thank You once again for choosing to volunteer your time and talents in our schools. We wish you all the best throughout the coming school year.

**Thank you!**  
**It's always a great day to be a Comet!!!!**

Date: 6/1/16  
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