



South Middleton School District

For Over 100 Years . . .

One Township • One Community • One School District

Volunteer Manual

(Revised – January 17, 2017)

This packet contains all of the information needed to be in compliance with school board and state requirements for volunteering with students.

Welcome

Thank you for your interest in volunteering in the South Middleton School District.

School volunteers are an essential part of the school community and enhance the education for students in so many ways:

- Providing extra hands, ears, and eyes to teachers
- Assisting with programs such as music, sports, and the arts
- Providing assistance for many school activities
- Listening, caring, and supporting the students

This manual is designed to ensure that your volunteer experience at South Middleton is meaningful and satisfying.

Please let us know if there is anything we can do to assist you as you give your time to help our number one priority – our students.

Location of South Middleton School District Facilities:

All district buildings can be reached by phone at 717-258-6484

Administrative Building

4 Forge Road
Boiling Springs, PA 17007

Boiling Springs High School

4 Forge Road
Boiling Springs, PA 17007

Yellow Breeches Middle School

4 Forge Road
Boiling Springs, PA 17007

Iron Forge Elementary School

4 Forge Road
Boiling Springs, PA 17007

W.G. Rice Elementary School

Mailing Address: 4 Forge Rd. Boiling Springs PA 17007
Street Address: 805 Holly Pike Mt. Holly Springs, PA 17065

Visitors and Volunteers Defined

“Visitor” is defined as any adult individual who voluntarily provides services to the school district, without compensation who: 1) works directly under the supervision and direction of the teacher or administrator employed by the district; and 2) does not have direct volunteer contact with students.

Examples of Visitors may be: homeroom parent; office aide; organizer/planner of classroom parties; or concert/performance usher.

“Volunteer” is defined as any adult individual who voluntarily provides services to the school district, without compensation, and who: 1) works directly under the supervision and direction of the teacher or administrator employed by the district; and 2) has direct volunteer contact with students. **The definition of direct volunteer contact with students is as follows: “The care, supervision, guidance, or control of children (students) and routine interaction with children.”**

Examples of Volunteers may be: chaperones; individuals who may work one on one with students or with small groups of students, outside of the supervised classroom; or individuals who may chaperone student groups on overnight trips.

Volunteer Coaches are defined as the same as a Volunteer; see above description.

Volunteer Expectations

✓ **All Volunteers/Coaches MUST complete the following every year:**

1. Volunteer Information Form
2. Disclosure Statement Form

Both forms are found in the Volunteer Manual.

✓ **Volunteers/Coaches MUST complete the following every 5 years:**

1. Complete Act 34 PA State Police Clearance
<https://epatch.state.pa.us/Home.jsp>
2. Complete Act 151 Child Abuse History Clearance
<https://www.compass.state.pa.us/cwis/public/home>

3. Complete the Act 114 FBI Clearance, **if needed**
<http://www.pa.cogentid.com/>

- Optional Training for Volunteers/Coaches:

Mandatory Reporter Training
<https://www.reportabusepa.pitt.edu>

All forms should be submitted to the office of your child's school. Please retain a copy of all clearances for your records. If you choose to complete the Mandatory Reporter Training, please submit the "certificate of completion."

Additional information about Volunteer Clearances:

- **All Volunteers who have not lived in the state of Pennsylvania for the last 10 consecutive years must complete the Act 114 FBI Clearance.**
- **All volunteers shall undergo a tuberculosis examination, administered in accordance with the regulations of the Advisory Health Board.** Volunteers must have a TB test from your family physician or a private provider. A copy of the results must be provided to the District.
- **All Volunteers MUST:** be at least 20 years old, 2 years removed from high school, and approved by the district administration.
- **All Volunteers MUST:** possess the academic and communication skills necessary for a volunteer to be effective when providing academic assistance, classroom or office clerical services, or other supports requested of a volunteer.

Tips for Visitors and Volunteers

Basic Visitor and Volunteer Procedures:

- You will be required to sign in and out of the building each time you visit to volunteer. A photo ID will be required each time you volunteer.
- Please refrain from using your cell phone within the instructional environment.
- ALWAYS wear a ID sticker/badge while in the school and make sure it is visible at all times.
- Be reliable. Call ahead if you cannot be at school.
- **Confidentiality is highly important!**
 - Remember that everything overheard concerning students or staff should never leave the building.
 - Keep in mind that you are here to support teachers, not replace them. Please refer to the classroom teacher for his/her preferred method of dealing with day- to-day situations.

Remember -if you don't know - ASK! We appreciate your assistance and will be glad to help.

Volunteering with Students:

- A student's name is VERY important. Make every effort to remember the names of the students with whom you are working.
- Be sure the students know your name - establish in the beginning how they are to address you. (You may want to check with the classroom teacher as to what is normally done in the school.)
- Demonstrate your interest in the students by asking them about their activities and LISTENING!
- Help build students' self-confidence by pointing out the improvement you see in their work, manner, etc. Even when helping to correct a student's work or manner, try to start the conversation by discussing the positives!
- Discuss student behavior and/or progress ONLY with the teacher.
- Make sure you always leave the students on a positive and friendly note.
- Keep in mind that students will model the behaviors they see adults displaying - whether that adult is a staff person or a volunteer.
- Common sense and cool heads are always the best in any situation.
- Keep in mind that volunteers are mandated reporters of suspected child abuse. Please see Policy 806, Child Abuse, for additional information.

Volunteer Policy "Frequently Asked Questions"

1. Where do I obtain the paperwork to file the required clearances?

The Act 151 (PA Child Abuse Clearance), Act 34 (PA State Police Request for Criminal History Check), and Act 114 (FBI) clearance forms can be obtained by visiting the sites listed in this manual.

2. Who covers the cost for clearances and TB test?

The Act 34 and 151 clearances are free for volunteers. The cost for the Act 114 FBI clearance (if needed) and the TB test shall be the responsibility of the volunteer candidate.

3. How long will clearances be honored?

Once the volunteer candidate satisfies the clearance requirements, his/her clearances will be honored for 5 years/60 months. The clearances will need to be updated by the volunteer every 5 years as required by law.

4. Will clearances obtained more than one-year ago, from volunteer candidates employed outside of the South Middleton School District, be honored?

Yes. All volunteer candidates employed outside of the South Middleton School District must have clearances no more than five years old. If their clearances are more than five years old, then they will need to have their clearances updated before commencing their independent volunteer service. If updated clearances are needed, then the aforementioned guidelines set forth in number 3 apply.

5. Is a volunteer approved building-wide or district-wide?

District-wide

6. Do South Middleton School District Retirees need to have their clearances updated?

Upon retirement, the retiree can choose to continue service by being placed on the volunteer list. The retiree would need to update clearances every five years, following number 3 above.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to the school district and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under relating to the Controlled Substance, Drug Device and Cosmetic Act committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the school district.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____

South Middleton School District



Volunteer Information Form

All volunteers are required to complete this Volunteer Information Form (and update it annually) before they will be permitted to offer volunteer services in the School District.

South Middleton School District welcomes and encourages volunteers and school helpers in its schools and classrooms. For the safety of students and staff members, all volunteers must complete the Volunteer Information Form prior to having contact with students.

A visitor/volunteer's name will be processed through School Gate Guardian upon entry to each school with valid photo ID. Individuals identified as registered sex offenders will not be permitted to serve as volunteers within our schools. Furthermore, individuals who have been convicted of any violent, drug related, or other serious felony will also not be permitted to serve as a volunteer in our schools.

Name: _____
 Full First Name Full Middle Name LastName

Street Address: _____

City/Town, State and Zip: _____

Home Telephone Number: _____

Cell Phone Number: _____

Email Address: _____

I have lived in Pennsylvania for 10 or more consecutive years. (If you have *not* been a resident of Pennsylvania for the past 10 years, you will need to complete an FBI clearance to volunteer.)

I have NOT lived in Pennsylvania for the past 10 years. FBI clearance will be submitted.

Please identify the student(s) and schools you are associated with:

Students: _____

Schools: W.G. Rice Elementary Iron Forge Elementary School
 Yellow Breeches Middle School Boiling Springs High School

****Required Documentation For Volunteers****

TB Test and results (completed one time)

<i>Must be completed Annually:</i>	<i>Must be Completed Every 5 Years:</i>
<input type="checkbox"/> Volunteer Information Form	<input type="checkbox"/> Act 151 Child Abuse Clearance
<input type="checkbox"/> Clearance Waiver Form	<input type="checkbox"/> Act 34 State Police Background Check
	<input type="checkbox"/> Act 114 FBI Clearance (if not in PA for 10 years)