



# Volunteer Manual



## **Definitions**

**Volunteer** is defined as a person who voluntarily offers a service to the school district without compensation over a period of time (see categories below).

- 1. Long-Term Volunteer** - 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 extended period of time throughout the school year. A volunteer that provides a one time service for ten (10) or more hours within a week is also considered to be long term.
- 2. Overnight/Off Campus Chaperone/Volunteer** - one who voluntarily provides a service to the school district, without compensation, as a chaperone on a trip where the students leave the campus or stay overnight at a hotel, motel, school, or other arrangements approved by the school district. This includes volunteers/chaperones who offer their home to students who are visiting our community through such events as district band, state band or foreign exchange.

**Visitor** is defined as a person who enters the school for a specific purpose such as a conference with a teacher or administrator or to provide a one-time service (such as an assembly or presentation to a class or classes). A visitor does not provide ongoing service to the school district or interact one on one with the children. A visitor does not act in a caretaking role with the children and is not left in the company of the children without approved supervision. In addition, a visitor may or may not be compensated for their services to the district as with an assembly or presentation. A visitor is not considered to be a volunteer with the District.

## How to Become a Volunteer

All volunteers must complete Act 34, Act 151 Certificates, and the FBI Fingerprints electronically.

Submit **completed** packet along with all clearances to any school office. DO NOT mail the original clearances to the district office; they will not be returned.

Please NOTE: If you have Act 34, Act 151 Certificates, and the FBI Fingerprints that were completed for another organization (i.e.: work, church, scouting program, etc) that were obtained within the last 5 years, you may submit these clearances.

Volunteers must submit proof of a Tuberculosis Screening. If you have not had a TB screening within the last 10 years, please contact your family physician to schedule a screening.

Fill out the VOLUNTEER REGISTRATION FORM found on Page 5 in this Volunteer Manual.

Please complete the VOLUNTEER/VISITOR CONFIDENTIALITY AGREEMENT found on the back of the Volunteer Registration Form.

**The completed volunteer requirements may be dropped off at any school office.**

(Northside, Forge, Lingle, Pine, Middle School, High School)

## Volunteer Services Protocol

Welcome to Palmyra Area School District! We thank you for your time and support with our students.

1. Please wear your visitor badge at all times while working/volunteering.
2. Remember to sign in and out in the office each time you enter or leave the building.
3. We expect that you will follow building rules in place for all staff. We recommend you not bring in food due to student allergies. Tobacco use or possession is not permitted on school property.
4. Under no circumstance should you administer medication to a child. All medications are given under the supervision/direction of the nursing staff. Please refer all medication questions to the school nurse.
5. School telephones are to be used only in the case of an emergency. Cell phones are permitted in the buildings but must be turned off during the school day as to not interfere with the instruction in the classroom.
6. No child should leave the school before the teacher has dismissed the class unless prior arrangements have been made (i.e. doctor appointments, etc.). Unless specifically directed by the parent in writing, we do not have the authority to allow you to take the student out of the building. If you do have written permission, please remember to sign the child out of the building in the main office.
7. We expect visitors to dress in a school acceptable manner.
8. Confidentiality of the student, other students and the classroom teacher must be maintained at all times. Please refrain from sharing identifying information in and out of the school setting. (See Volunteer/Visitor Confidentiality Agreement on Page 6)
9. The volunteer needs to notify the teacher or person they are volunteering with if there is a schedule change.
10. If you have any questions/concerns, speak to the classroom teacher to solve the problem in an efficient and professional manner.
11. Discovery or concerns of possible physical abuse, sexual abuse, and neglect should be shared with a building administrator immediately.

## **Volunteer Registration Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Please see page 7 to complete and obtain the clearances and fingerprints before sending in your packet.

Please provide proof of your tuberculosis test, which was administered within the last 10 years. If you do not have one, please contact your family physician to schedule the TB test and hold your packet until you obtain proof that it was completed.

\*All Clearances are good for 5 years from the date they were issued.

Your signature indicates that you have received and read the Volunteer Manual and agree with the terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please check off that you have attached the following:

\_\_\_\_\_ FBI

\_\_\_\_\_ PA State Police

\_\_\_\_\_ Child Abuse Clearances

\_\_\_\_\_ TB Test

\_\_\_\_\_ Volunteer Confidentiality

**The completed volunteer requirements may be dropped off at any school office.**

(Northside, Forge, Lingle, Pine, Middle School, High School)

**Do NOT turn in if the above requirements are not attached.**

**Incomplete packets will be returned.**

**Volunteer/Visitor Confidentiality Agreement**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location of volunteering/visit: Palmyra Area School District

If visiting please indicate the reason for your visit: Volunteering

The right of each student and their family to confidentiality has been clearly explained to me. I understand and agree to comply with the Federal, State, and Palmyra Area School District Policy regarding confidentiality of student information and the right of privacy accorded by law to each student. I will not at any time communicate specific student information in oral or written form.

\_\_\_\_\_  
Signature of Volunteer/Visitor

\_\_\_\_\_  
Printed Name of Volunteer/Visitor

## Directions for Volunteer Clearances

1) ***Request for Criminal Record Check (State Police) (Free for Volunteers)***

- Apply online at <http://epatch.state.pa.us/> using a credit card
- In most cases, results will be available to print immediately – click on the blue “Certification Form” hyperlink to print the official results.
- Provide results in the Volunteer Packet.

2) ***Pennsylvania Child Abuse History Clearance (Free for Volunteers)***

- Create an individual account or use an existing individual login to apply online at <https://www.compass.state.pa.us/cwis/public/home>
- Allow up to 14 days from the receipt of application for processing.
- Applicant will be notified when clearance is available to view/print.
- Provide results with the Volunteer Packet.

3) ***FBI Federal Criminal History (Volunteers have a fee)***

- Pre-enroll online at <https://uenroll.identogo.com/workflows/1KG6XN> using service code 1KG6XN for Pennsylvania PDE-School Districts.
- Depending on the location selected, the applicant may be required to make an appointment rather than utilizing the walk-in service.
- Print a copy of the registration confirmation.
- Visit the selected fingerprint site – must provide proper identification and payment by credit card, money order, or cashier’s check.
- Place a copy of the registration confirmation containing the UEID number in the Volunteer Packet – official results will be reviewed/accessed online by the district upon completion of fingerprinting.
- An unofficial copy of the criminal history record will be mailed to the applicant.

Note: Fingerprint locations and days/hours of operation are subject to change. You may search for the fingerprint site nearest to your location and verify current days/hours of operation using the following link: <https://uenroll.identogo.com/workflows/1KG6XN/locator/location>.

**If any of these offenses are on your Criminal History Record it will prevent you from being a volunteer**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**
  - (1) **An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:**
    - 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 2910 (relating to luring a child into a motor vehicle or structure)
    - 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 3124.2 (relating to institutional sexual assault)
    - Section 3125 (relating to aggravated indecent assault)
    - Section 3126 (relating to indecent assault)
    - Section 3127 (relating to indecent exposure)
    - Section 3129 (relating to sexual intercourse with animal)
    - 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)
    - A felony offense under section 5902(b) (relating to prostitution and related offenses)
    - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
    - Section 6301(a)(1) (relating to corruption of minors)
    - Section 6312 (relating to sexual abuse of children)
    - Section 6318 (relating to unlawful contact with minor)
    - Section 6319 (relating to solicitation of minors to traffic drugs)
    - Section 6320 (relating to sexual exploitation of children)
  - (2) **An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."**
  - (3) **An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:**
    - the United States; or
    - one of its territories or possessions; or
    - another state; or
    - the District of Columbia; or
    - the Commonwealth of Puerto Rico; or
    - a foreign nation; or
    - under a former law of this Commonwealth.
- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**
  - (1) **An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.**
  - (2) **An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.**
  - (3) **An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.**