



# **Shippensburg Area School District**

## **Volunteer Handbook 2022-2023**

Board Approved: July 11, 2022



## SHIPPENSBURG AREA SCHOOL DISTRICT

317 N. Morris Street, Shippensburg PA 17257

717.530.2700 [www.shipk12.org](http://www.shipk12.org)

# SCHOOL-COMMUNITY VOLUNTEER PROGRAM

## WELCOME TO OUR SCHOOLS

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Welcome to the Shippensburg Area School District and thank you for becoming a volunteer. The Shippensburg Area School District supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs within the District. The purpose of this Handbook, is to provide information on how to become and remain a volunteer, what is expected as a volunteer and other important information pertaining to the District's volunteer program.

## MISSION STATEMENT

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Our mission is to prepare all students to be productive citizens who:

- Possess knowledge
- Accept responsibility
- Demonstrate problem-solving skills
- Succeed within a dynamic global society

## VOLUNTEERS -- WHAT WE BELIEVE

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Shippensburg Area School District Volunteer Program endorses the following beliefs:

- Using volunteers in the schools is beneficial to everyone involved.
- The district should seek and use a wide variety of parent community volunteers to supplement the efforts of the professional staff.
- Volunteers are concerned adults who respect the privacy and confidential rights of others while being respected by the staff for their contributions to our students.
- The volunteer program should be developed in a structured manner that enhances the success of both school and volunteer efforts.
- Volunteers make a valuable and unique contribution by:
  - providing understanding, appreciation and tolerance across generations and cultures.
  - offering an effective antidote for student alienation, low self-esteem and self-absorption.
  - demonstrating the importance of community service to all touched by the program's efforts.
- The volunteer program will create stronger community/school relationships by fostering a sense of:
  - unity among all people who comprise our school district.
  - common ownership in the success of our schools.
  - adult identification with and more direct involvement in the schools and their students.



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## VOLUNTEER DEFINITIONS

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Per School Board Policy # 916, titled Volunteers, the following definitions apply:

- **Volunteers** – is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the school district without receiving compensation from the district. A volunteer is not a school employee.
  - Classification of Volunteers:
    - **Position Volunteer** – an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child’s welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, etc.
      - The Board of Directors must approve all Position Volunteers.
    - **Guest Volunteer** – an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts, reading to students, collecting tickets at sporting events, working concession stands, participating in “Career Day,” etc.
      - The Building Principal or Designee must approve all Guest Volunteers. Clearances, etc. are NOT required.
- **Adult** – an individual eighteen (18) years of age or older.
- **Certifications** – refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check required by the Child Protective Services Law.
- **Direct Volunteer Contact** – the care, supervision, guidance or control of children and routine interaction with children.
- **Person Responsible for the Child’s Welfare** – a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.
- **Routine Interaction** – regular and repeated contact that is integral to a person’s volunteer responsibilities.
- **Visitor** – a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of Policy #916.



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### HOW DO I BECOME A *POSITION* VOLUNTEER?

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**\*PLEASE PLAN AHEAD THIS PROCESS TAKES TIME TO COMPLETE\***

#### **Required Clearances/Documents to be a Position Volunteer**

- PA State Police Criminal History Check (No cost – Valid for 5 years)  
<https://epatch.state.pa.us/>
  1. Click on “New Record Check (Volunteers Only)” and complete all required fields.
  2. Print the “Record Check Request Results” page.
  3. Once information is reviewed, print out the PA Criminal History Check.
- PA Child Abuse History Certification (No cost – Valid for 5 years)  
<https://www.compass.state.pa.us/CWIS>
  1. Create a Keystone Account, if you do not have one already.
  2. Select: Volunteer
  3. Volunteer Category: ‘Other’
  4. Agency Name: Shippensburg Area School District
- PA Residency Affidavit (See Page 9 for Form)  
If you have been a Pennsylvania resident for the previous 10 consecutive years.

If you have NOT been a PA resident for the last 10 consecutive years than you need to complete:

- Federal Criminal History Report (\$23.85 – Valid for 5 years)  
<https://www.identogo.com/locations/pennsylvania>
  1. Click on Digital Fingerprinting
  2. Click on FBI History Check
  3. Schedule an appointment
  4. Complete information
  5. Use Service Code for Registration 1KG6XN
- (TB) Test (No Cost if completed by school nurse – Completed Once)
  - See Page 7 for more information.
- Volunteer Application Form (No Cost – Completed Annually)
  - See Page 8 for Form

**\*\*Position volunteers MUST complete ALL required clearances, TB test, Volunteer Application Form and be Board Approved PRIOR to volunteering within the District \*\***



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### VOLUNTEER GUIDELINES

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- **Confidentiality** – No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.
- **Supervision** – Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.
- **Arrest or Conviction Reporting Requirements** – Position volunteers shall report to the Superintendent of designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that that volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. Failure to report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer services and criminal prosecution.
- **Child Abuse Reporting** – All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse to the Building Administration.
- **Interaction with Students** – The volunteer student relationship is of utmost importance but there must be some guidelines in place. Volunteers have a unique role within the district, but the most important should be creating a friendly, cooperative and positive role-model for all students and athletes. That can be accomplished by treating students and staff with dignity, respect and courtesy, by showing an interest in what our students are doing, encouraging and most importantly smile! We want our volunteers and our students to enjoy their time together.

Volunteers should not share their personal information, such as your address, phone number(s), email addresses or personal social media information with students. Nor should volunteers ask for this same information from any student. Further, as a public school entity our students have various cultures, religious beliefs, etc. which make them all unique. As a volunteer it is important that you do not interject your own beliefs upon our students.

- **Verbal Communication with Students** – Volunteers should be seen as a role model and with that expectations come the responsibility to use respectful, uplifting and



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appropriate language within the school or during your role as a volunteer. Be cautious of what you say and how you say it.

- **Your Role with Student Behavior** – Sometimes in the school environment volunteers may observe student behavior that is not appropriate or hurtful to other student and it may be appropriate for a volunteer to intercept. If a volunteer observes that type of student behavior you should bring it to the attention of the teacher, coach or administrator. A volunteer's role is not to discipline or give consequences to students. Further, student behavior or discipline that is observed is not to be discussed with anyone other than those who you report to as a volunteer.
- **Tobacco Use** – All tobacco products, including smokeless tobacco, is prohibited on all school campuses including outside and on district-provided transportation.
- **Cell Phones and Posting on Social Media** – We ask that you please refrain from posting pictures of students on personal social media accounts during your role as a volunteer. This may violate the student and parents request to not have their child's pictures places online or on a social media outlet. Further, while in the classroom as a volunteer, it is appropriate to have your cell phone on silent to minimize the disruptions to learning environment. If you must take a phone call while in a classroom, be considerate and exit the room to hold your conversation.
- **Doors and Entrances** – As a volunteer you do have a role and responsibility to play with school safety. With that thought in mind, it is essential that volunteers understand you should not open the doors for others to allow them to enter the building, or prop doors open. Volunteers should always enter and leave the building through the main doors and follow the procedures specified by that building of properly signing in and out.
- **Appropriate Dress** – Please dress appropriately for the type of volunteer work you are scheduled to do. If a volunteer has a question about appropriate dress, please check with the building principal, coach or teacher you are volunteering for.



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# APPENDICES

- TUBERCULIN TEST INFORMATION
- VOLUNTEER APPLICATION FORM
  - COMPLETED ANNUALLY
- VOLUNTEER AFFIDAVIT
  - COMPLETED ANNUALLY



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### *MEMORANDUM*

TO: Volunteers

FROM: Mrs. Kwiatkowski,  
School Nurse

SUBJECT: Tuberculin Test

Pennsylvania Public School Code requires all school employees, including volunteers to obtain a test for tuberculosis prior to employment or service. According to Pennsylvania Department of Health, if a volunteer has a recent TB test results on file with the district (or a copy of results from an outside provider) they are not required to have further TB test unless they are exposed to a case of active Tuberculosis.

#### **What is a tuberculin test?**

Tuberculosis is a reportable communicable disease, which is both preventable and curable. The tuberculin test is a harmless skin test that shows if a person has been exposed to TB germs. The test is provided routinely to children as babies and school children as part of their wellness care.

The test is done by a small skin test application using a tiny needle on the forearm and is to be read within 48-72 hours. The test is administered and read by a school health professional.

If a test is negative, there is nothing to be done. If a test reads "positive", further testing will be necessary and can be provided by the family physician or, at no cost, by the State Health Clinic in Chambersburg.

#### **How does a volunteer get tested?**

The Shippensburg Area School District will provide free testing for volunteers. Testing can be done any Monday, Tuesday, Wednesday, or Friday at the Senior High School nurse's office from 8:00 a.m. to 1:00 p.m. In order to prepare for your test, PLEASE CALL AHEAD to Shelly Kwiatkowski, school nurse, at 530-2730, option 4 or ext. 6930 to set up a time to come in for your test. Plan to return 48-72 hours later for reading.

If you are unable to attend during these hours, please call the school nurse for an alternative time and every effort will be made to accommodate you.

You can choose to have the tuberculin test by your family physician and submit a copy of the results. Or, if you have had a tuberculin test within the past year, a repeat is not necessary. A copy of results can be sent to the building office in which you will be volunteering.





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## VOLUNTEER APPLICATION FORM - 2022/2023 SCHOOL YEAR

Date \_\_\_\_\_ Are you a new SASD volunteer? Yes ☐ No ☐

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Name, teacher and grade (elementary), or building and grade (secondary), of children or grandchildren in the District.

Child's Name	Teacher/Building	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For the 2022-2023 school year I plan to be (This is new for the 22/23 school year):

- ☐ **Position Volunteer** – an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child’s welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, etc.
- **Per Policy #916 the Board of Directors must approve all Position Volunteers PRIOR TO volunteering. Clearances, TB test, etc. are required.**
- ☐ **Guest Volunteer** – an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts, reading to students, collecting tickets at sporting events, working concession stands, participating in “Career Day,” etc.
- **Per Policy #916 the Building Principal or Designee must approve all Guest Volunteers PRIOR TO volunteering. Clearances, TB test, etc are NOT required.**

As a volunteer in the Shippensburg Area School District, I make a commitment to follow the guidelines, policies and procedures of the Volunteer Program. I agree that I will be dependable, respectful of confidential information, and a responsible participant in the school community.

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



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## VOLUNTEER AFFIDAVIT

(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

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

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

Telephone: \_\_\_\_\_

Volunteer Position(s) Applied For: \_\_\_\_\_

I, \_\_\_\_\_ (Name) hereby attest that all information provided below is correct and current. I understand that false statements can and will be punishable by law.

1. *I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.*
2. *I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from \_\_\_\_\_ [date ten years prior to current date], to the current date of this application.*
3. *I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes 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.*
  - *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).*
  - *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 (relating to corruption of minors).*
  - *Section 6312 (relating to sexual abuse of children).*
  - *The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.*
  - *A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.*

*I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.*

*I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.*

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