Shippensburg Area School District

2013 ~ 2014

Volunteer Handbook
LEVEL 1 OR LEVEL 2 VOLUNTEERS

PLEASE NOTE, IF YOU HAVE COMPLETED THESE REQUIREMENTS DURING THE TIME YOUR CHILD HAS BEEN ATTENDING GBLUES, YOU DO NOT HAVE TO COMPLETE AGAIN. YOU WILL NEED A SIGNED AFFIDAVIT (AT THE BACK OF THIS PACKET)

WE NEED COPIES OF YOUR CLEARANCES TO PLACED ON FILE

IF YOU ARE A NEW FAMILY AND NEED CLEARANCES, PLEASE SEE OUR WEBSITE OR THE LAST PAGE IN THIS PACKET FOR INSTRUCTIONS. ALL LINKS ARE ON OUR WEBSITE:

http://www.ship.edu/Labschool/PTO/PTO_Information/

*Level 1 Volunteers* are those that provide support to students **OUTSIDE OF THE DIRECT SUPERVISION** of school district employees. These volunteers can thus provide support for students **without** the classroom teacher or other district employee being present. Such clearance is necessary for volunteers working with students in conference room settings, libraries, field trips, camp activities, playgrounds, etc.

If a volunteer has applied to work in this capacity, all Level 1 volunteers must complete the additional items before they are allowed to volunteer in the school. Please note there are some minor expenses associated with this process, and these are the responsibility of the volunteer.

1) Obtain a current ACT 34 PA State Police Criminal History Background Clearance. This has to be less than one year old.
2) Obtain a current ACT 151 Child Abuse History Clearance. This also has to be less than one year old.
3) Obtain a current FBI background check. This is to be less than one year old.
4) Obtain a Tuberculin Test. SASD will provide free testing. Please contact a school nurse for more information.
5) Fill out the Volunteer Questionnaire. (They can be found on the wall literature holder in GBLUES Lobby).

6) **Once you are cleared to begin volunteering please follow the GBLUES Volunteer Program procedure as follows:**
7) Make contact with GBLUES administrators or teachers to schedule service dates and times.
8) At the prescribed time, pick-up a parking pass at the main desk at GBLUES and park in the designated area.
9) All visitors and volunteers must sign in at the office, where additional directions will be given.
10) If you would like to order lunch (cost is $2.85) please notify school personnel before 9:00 a.m. or bring your own packed lunch if service extends through the lunch hour.
11) When in the building, please use the public restroom in the front lobby.
12) Please remember that all tobacco use is strictly prohibited in school buildings, on school grounds, in school vehicles, or when supervising students.
13) Please sign-out at the front desk when you complete your volunteer service. We appreciate and thank you for your service!

**Level 2 volunteers** are those individuals that provide support for students **UNDER THE DIRECT SUPERVISION** of a professional staff member. Level 2 volunteers must be supervised by the classroom teacher or other professional staff while working with students.
If a volunteer has applied to work in this capacity, all Level 2 volunteers must complete the additional items below before they are allowed to volunteer in the school.

1) Obtain a Tuberculin Test. SASD will provide free testing. Please contact a school nurse for more information.
2) Fill out the Volunteer Questionnaire. (They can be found on the wall literature holder in GBLUES Lobby).

4) **Once you are cleared to begin volunteering please follow the GBLUES Volunteer Program procedure as follows:**
5) Make contact with GBLUES administrators or teachers to schedule service dates and times.
6) At the prescribed time, pick-up a parking pass at the main desk at GBLUES and park in the designated area.
7) All visitors and volunteers must sign in at the office, where additional directions will be given.
8) If you would like to order lunch (cost is $2.85) please notify school personnel before 9:00 a.m. or bring your own packed lunch if service extends through the lunch hour.
9) When in the building, please use the public restroom in the front lobby.
10) Please remember that all tobacco use is strictly prohibited in school buildings, on school grounds, in school vehicles, or when supervising students.
11) Please sign-out at the front desk when you complete your volunteer service. We appreciate and thank you for your service!
Dear SASD Volunteer:

I personally welcome you to our schools and thank you for volunteering your services to the students and staff of Shippensburg Area School District. Please know that our district places great value on community involvement in the schools. All members of the community have a role in educating and preparing our children to be productive members of society. Therefore, the Shippensburg Area School District deemed it appropriate to establish a relevant, district-wide, ongoing volunteer program.

Research says children whose parents are involved in their schooling achieve and succeed at a higher level than those whose parents are not involved. Therefore, parents are necessary allies for school personnel, and students benefit from having community residents involved in their schools and seeing the value they place on supporting our educational system. Shippensburg is a community rich in resources, and we invite you to share your time, skills, and areas of expertise.

The safety of our students remains a priority in the SASD. Therefore, clearances will be required of volunteers that will be working with our students in an unsupervised setting. In addition, according to state law, all volunteers will be required to have a TB test before working with students. Additional information on clearances can be obtained at the offices of each school building. In addition, all volunteers must meet with the building principal or their designee for instruction on the processes and rules of volunteering in each building.

Again, thank you for getting involved. All of us in the District look forward to working with you in a joint commitment to give the children of Shippensburg Area School District the best possible education.

Sincerely,

Beth Bender
Assistant Superintendent
WELCOME TO OUR SCHOOLS

The purpose of this Handbook is to provide you, the prospective school-community volunteer, with basic information about our program. While certainly not all-inclusive, the Handbook is designed to introduce you to the many volunteer opportunities within our schools.

Whether you can make a regular time commitment on a weekly basis or would just like to get more involved in a vital community effort, your interest is welcome. We hope that the pages that follow will better acquaint you with this growing and important part of our school district.

As someone considering a voluntary role in the schools, these topics may be of particular interest to you.

- What we believe about school volunteers ..............................................2
- Volunteer opportunities .........................................................................3
- Guidelines for volunteers ...................................................................5
- Answering your questions ....................................................................7
- Appendices ..........................................................................................9
VOLUNTEERS -- WHAT WE BELIEVE

Shippensburg Area School District Volunteer Program endorses the following beliefs:

1. Using volunteers in the schools is beneficial to everyone involved.

2. The District should seek and use a wide variety of parent-community volunteers to supplement the efforts of the professional staff.

3. Volunteers are concerned adults who respect the privacy and confidentiality rights of others while being respected by the staff for their contributions to our students.

4. The Volunteer Program should be developed in a structured manner that enhances the success of both school and volunteer efforts.

5. Volunteers make a valuable and unique contribution by
   (a) providing understanding, appreciation and tolerance across generations and cultures.
   (b) offering an effective antidote for student alienation, low self-esteem and self-absorption.
   (c) demonstrating the importance of community service to all touched by the program’s efforts.

6. The Volunteer Program will create stronger community/school relationships by fostering a sense of:
   (a) unity among all people who comprise our school district
   (b) common ownership in the success of our schools
   (c) adult identification with and more direct involvement in the schools and their students
VOLUNTEER OPPORTUNITIES

Volunteer positions in the school district are as numerous and varied as the diverse tasks we perform in educating our students. In addition to meeting differing needs at each building, volunteer roles also depend on your personal interest, background and expertise. All volunteer opportunities must be approved by the building administration. However, the list below summarizes many of the opportunities available to volunteers across the Shippensburg Area School District.

CLASSROOM:

Tutor – individual or small group of students
Webpage design
Photocopying for teachers
Preparation of items for bulletin boards
Guest speaker
Chaperone field trips and events
Guest reader/storyteller

SCHOOL ACTIVITIES:

Book fairs
School Store
Picture Day
National School Lunch
Science Fair
8th grade Civil War Day
Field Day
Special Olympics
Videotaping concerts & special events
School Dances

PTO:

PTO activities – festivals, telephoning, etc
School Fundraisers
VOLUNTEER GUIDELINES

While no manual can answer everyone’s questions, the guidelines below respond to those basic concerns most typically expressed by new volunteers. They are grouped to help you better function with the (1) Volunteer Program (2) school staff (3) students. Remember that the principals and individual teachers, will be available to answer your questions.

1. Working with the Volunteer Program

Match your interest and time availability with school needs; consult the building office for specific details regarding school needs, requirements, and scheduling options.

Keep direct lines of communications open in the event of your absence or schedule changes; know when and whom to contact if problems arise. If you cannot fulfill your commitment for any period of time, please notify the building office, the teacher or staff member who was expecting you so other plans can be made if necessary.

Follow District and school procedures identified by each building for signing in/out, wearing identification badges, using school materials, collecting money, and maintaining health/security standards. Know emergency procedures for fire, illness, etc.

Observe full confidentiality regarding information, events, and people you come in contact with during your assignment.
2. Working with the School Staff

_**Know your area of responsibility**_; volunteer activities should support efforts of staff members, but cannot replace them or exceed their authority.

_**Seek advice and direction from those directly in charge**_; school employees (e.g., teachers, counselors, secretaries, etc.) are trained and responsible for their tasks. **By law, you cannot substitute for professional personnel or supplant the work duties of district support staff.**

_**Maintain a spirit of partnership and cooperation with all staff members.**_ A positive attitude by both staff and volunteers is essential to school success.

_**Share information and suggestions**_ with your staff partner; should problems ever arise, consult the building office for assistance.

3. Working with Students

_**Be yourself!**_ Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will ensure your success with young people.

_**Always be consistent with the specific rules and practices maintained by your staff partner.**_ For more information on rules, ask for a handbook in your assigned building.

_**Maintain your position of responsibility at all times**_; family or neighborhood relationships should never conflict with your role as a volunteer.

_**Learn names and procedures quickly**_; if in doubt, ask your staff partner or any nearby staff partner.

_**Be aware of individual student problems, deficiencies and special needs.**_ Sensitivity to student differences is critical at all grade levels.
QUESTIONS AND ANSWERS

People interested in school volunteering ask good questions. While all of your concerns may not be met below, here are some of the most common questions...and answers about the School-Community Volunteer Program:

Q - Why volunteer?

A - As schools and children have become more complex, a greater need exists for help and support beyond that provided by the regular staff. You can meet these needs, while becoming personally enriched by the meaningful experience of working with young people and contributing to your community.

Q - Who is qualified?

A - Anyone interested in contributing his or her interest, talents and experience can volunteer as long as they meet the requirements and obtain the appropriate clearances. Parents, senior citizens and people from every walk of life are needed. You need not have any special training or occupation...merely an interest in getting involved.

Q – Are there any requirements for volunteers?

A – The State of Pennsylvania requires that volunteers working with children must have a TB tine test on record with the school district. These will be provided by the school nurse at no charge. Volunteer who will be working with students in an unsupervised setting will need additional clearance required by state and federal law. (See appendices.)

Q - Can I fit volunteering into my busy schedule?

A - While some volunteer positions require regular time commitments, most volunteers contribute according to their own availability. Many needs arise only on a periodic basis and some tasks can be performed evenings or weekends.
Q - Are school volunteers covered under the School District’s liability policy?

A - While performing school obligations in our district, volunteers are covered under the School District’s liability insurance policy. In addition, the volunteer’s personal safety is protected by a volunteer accident insurance policy paid for by the School District.

Q - Will the school make provision for volunteer parking and will there be places to hang coats and store personal belongings?

A - Provisions have been made for these needs, but each building’s accommodations are different. A one-page information sheet answering such questions will be made available to you at your assigned school buildings.

Q - Will I have input into the program?

A - Because the School District has always been committed to community involvement, volunteers are invited to voice concerns and offer suggestions about the program to the building principal.

Q - What will my status be as a non-staff member?

A - Volunteers are viewed by our administrators and staff as important contributors to student success. Every effort has been made to provide our volunteers with training, assistance and support. Students--especially in the early grades--enjoy having parents and neighbors show an interest in their school day.
APPENDICES:

TUBERCULIN TEST INFORMATION
INDIVIDUAL BUILDING INFORMATION
MEMORANDUM

TO: Volunteers

FROM: Shelly 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. A “volunteer”, according to School Law, is “any unpaid person who provides direct services to pupils on behalf of a school for whatever period of time”.

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. Testing can be done any Monday, Tuesday, Wednesday, or Friday at the Senior High School nurse’s office from 7:15 a.m. to 11:00 a.m. Plan to return 48-72 hours later for reading. A few minutes of time are all that is needed.

If you are unable to attend during these hours, please call Shelly Kwiatkowski, Senior High nurse, at 530-2739 for an alternative time. 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 three months, a repeat is not necessary. A copy of results can be sent to the building office in which you will be volunteering.

We appreciate your cooperation in helping us to comply with this Pennsylvania law. If you have any questions Shelly Kwiatkowski, SASD school nurse, 530-2739.
Volunteer Program
Grace B. Luhrs University Elementary School
Shippensburg University/Shippensburg Area School District
Phone: 717-477-1612
Email: ljclin@ship.edu

Parking: Pick up a parking pass and information on available parking at the Grace B. Luhrs University office.

Check-in: All volunteers must come to the office to sign in. Office staff will then give you further instructions.

Lunch: Volunteers may order a lunch by letting the office know by 9 a.m., or you may bring a packed lunch.

Restrooms: A restroom is located in the lobby.

Tobacco use: The Board prohibits all use of tobacco in school buildings, on school property, on school buses, in school vehicles, or when supervising students.

Thank you for volunteering to serve at Grace B. Luhrs University Elementary. Do not hesitate to contact us with any questions or concerns.

Dr. Rebecca Overholt, Director
Lisa Cline, Administrative Assistant
SHIPPENSBURG AREA SCHOOL DISTRICT VOLUNTEER PROGRAM

VOLUNTEER INFORMATION: 2012/2013 SCHOOL YEAR

Date____________________           Are you a new SASD Volunteer?    Yes_____    No_____  

Name___________________________Home Phone_________________Cell Phone_________________

Address____________________________________ Zip__________Email_________________________

Best time to call: _________________________________________

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

Child’s Name ___________________________Teacher/Building ___________________________ Grade____

PLEASE COMPLETE THE INFORMATION BELOW AND THE REVERSE SIDE

-----------------------------------------------------------------------------------------------

When are you usually able to volunteer?

Day: _______________________________ Time: ___________________________

Are you available during the evenings?  Yes   or   No

Would you be able to help on a weekly basis?    Yes    or    No

Day: ______________________________    Time:  ___________________________

Do you prefer to help with short term projects (one time need)?   Yes   or   No

Would you be interested in working with students who have disabilities (mentally and/or physically challenged)?   Yes   or   No

What hobbies, special interests or skills could you share?  _______________________________________

_____________________________________________________________________________________

What else do you think we should know about you, your interests and your needs as a volunteer?

As a trained 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
I would like to participate in these activities if they become available during the year. Please check your choices.

CLASSROOM:

_____ Tutor – individual or small group of students  
_____ Webpage design  
_____ Photocopying for teachers  
_____ Preparation of items for bulletin boards  
_____ Guest reader/storyteller  
_____ Guest speaker  
_____ Chaperone field trips

SCHOOL ACTIVITIES:

_____ Book fairs  
_____ School Store  
_____ Picture Day  
_____ National School Lunch Day  
_____ Science Fair  
_____ 8th grade Civil War Day  
_____ Field Day  
_____ Special Olympics  
_____ Videotaping concerts & special events  
_____ School Dances

PTO:

_____ PTO activities – festivals, telephoning, etc  
_____ School Fundraisers  

_____ Call whenever help is needed

_____ Specify anything not listed you would like to help with _______________________

Please check which buildings you would like to volunteer in.

_____ James Burd  
_____ Luhrs  
_____ Middle School  
_____ Nancy Grayson  
_____ SAIS  
_____ High School
INSTRUCTIONS FOR CLEARANCES

Forms completed on paper and mailed require a money order. Do not send cash or personal check.

Request for Criminal Record Check Form:

1. Please print and use ink only.
2. Cost $10.00

PA Child Abuse History Clearance Form:

1. Request for Criminal Record Check must be completed before this form. Please have a copy of the Criminal Record Check form ready to submit with this form.
2. Please print and use ink only.
3. Please complete Section I only.
4. Cost $10.00

FBI Clearance:

1. Must register on-line at https://www.pa.cogentid.com/index_pde.htm
2. Fingerprinting sites are located at Franklin County Career and Technical Center and UPS in Carlisle (see attached).
3. Cost $36.00
LEVEL 1 VOLUNTEER AFFIDAVIT
PLEASE COMPLETE IF YOU ALREADY HAVE CLEARANCES ON FILE
AT GRACE B. LUHRS UNIVERSITY ELEMENTARY SCHOOL

I, __________________________, do depose and state the following:

1. That I have not been convicted, within five (5) years of the affidavit, of any of the following offenses:
   a. 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)
      Former section 2709(b) (relating to stalking)
      Section 2709.1 (relating to stalking)
      Section 2901 (relating to kidnapping)
      Section 2901 (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 the death of a child)
      Section 4304 (relating to endangering the welfare of a child)
      Section 4305 (relating to dealing in infant children)
      A felony offense under section 5902(b) (relating to prostitution and related offenses)
      Section 5903© 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)
   b. 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.”
   c. An out-of-State or Federal offense similar in nature to those crimes listed in Clauses (a) and (b).

2. That I have never been named as the perpetrator of a founded report or named as the individual responsible for injury or abuse in a founded report for a school employee. The term “founded report for school employee” means a report in which there has been any judicial adjudication based on finding that the victim has suffered serious bodily injury or sexual abuse or exploitation, including the entry of a plea of guilty of nolo contendere or a finding of guilt to a criminal charge involving the same factual circumstances involved in the allegations of the report.

I verify that the statements made herein are true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

Date: ______________________  Name: __________________________

Witness: _____________________  Signature: ___________________
LEVEL II VOLUNTEER AFFIDAVIT
PLEASE COMPLETE IF YOU CURRENTLY HAVE YOUR DOCUMENTS ON FILE TO BE A LEVEL II VOLUNTEER
AT GRACE B. LUHRS UNIVERSITY ELEMENTARY SCHOOL

I, ____________________________, do depose and state the following:

1. That I have not been convicted, within five (5) years of the affidavit, of any of the following offenses:
   a. 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)
      Former section 2709(b) (relating to stalking)
      Section 2709.1 (relating to stalking)
      Section 2901 (relating to kidnapping)
      Section 2901 (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 the death of a child)
      Section 4304 (relating to endangering the welfare of a child)
      Section 4305 (relating to dealing in infant children)
      A felony offense under section 5902(b) (relating to prostitution and related offenses)
      Section 5903© 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)
   b. 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.”
   c. An out-of-State or Federal offense similar in nature to those crimes listed in Clauses (a) and (b).

2. I acknowledge I am not permitted to work alone with children and must work in the vicinity of a permanent employee. Further, I will not allow myself to be alone with children and will work only in the vicinity of a permanent employee.

3. That I have never been named as the perpetrator of a founded report or named as the individual responsible for injury or abuse in a founded report for a school employee. The term “founded report for school employee” means a report in which there has been any judicial adjudication based on finding that the victim has suffered serious bodily injury or sexual abuse or exploitation, including the entry of a plea of guilty or nolo contendere or a finding of guilt to a criminal charge involving the same factual circumstances involved in the allegations of the report.

I verify that the statements made herein are true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

Date: __________________________  Name: __________________________

Witness: ________________________  Signature: ______________________