



## WEST SHORE SCHOOL DISTRICT

### **Guidelines for Volunteers**

*Revised May 2014*

**Although West Shore School District welcomes and encourages volunteers in its schools and classrooms, for the safety of District students and staff members, any adult wishing to volunteer is required to complete the Volunteer Application Process before being approved to do so.**

### **Volunteer Application Process**

Effective July 1, 2014 all persons wishing to volunteer **must**:

- Complete a Volunteer Vital Statistic Information Form and be screened using their formal legal name following the guidelines included in this document. The Volunteer Vital Statistic Form as well as other required documents will be processed and documented by the building principal before volunteers may provide services to students.
- Provide the building principal an original Act 34 PA Criminal History Record Check, obtained at the prospective volunteer's expense that is less than one (1) year old at the time of submission. An original Act 34 PA Criminal History Record Check is not required annually if a volunteer's service to the school or the District is continuous (at least one occasion of volunteering annually).
- Provide the building principal with evidence of a tuberculosis test that is less than ninety (90) days old at the time of submission. This test may be administered, by appointment, at a cost of \$5.00, by any of the District's Certified School Nurses. An individual must be documented as being free from tuberculosis before serving as a volunteer. A tuberculosis test is not required annually if a volunteer's service to the school or the District is continuous (at least one occasion of volunteering annually).
- Any questions regarding these guidelines should be directed to building administration.

The principal, or designee, shall verify the identity of persons desiring to serve as volunteers. This verification process shall include, and may not be limited to: presenting valid Pennsylvania driver's licenses or other valid **government issued photo** identification.

Persons who have been arrested, indicted, or convicted of an offense or offenses specified under 24 P.S. §§ 1-111 (e) or (f.1) ("Reportable Offenses(s)") will be excluded from serving as a volunteer. See page 9 for more information.

# WEST SHORE SCHOOL DISTRICT

## Vital Statistic Information Form

*Please complete, sign, and submit to the office of the school building where you wish to volunteer.*

First Name (Use formal legal name)

Middle Name

Last Name

Maiden Name (if applicable)

Student(s) Name

Home Address

Home Phone Number

Cell Phone Number

Work Phone Number

Place of Employment

Work Address

**I wish to  
volunteer  
in these  
buildings**  
(check all  
that apply):

### HIGH SCHOOLS

- ☐ Cedar Cliff  
☐ Red Land

### MIDDLE SCHOOLS

- ☐ Allen  
☐ Crossroads  
☐ New Cumberland

### ELEMENTARY SCHOOLS

- ☐ Fairview  
☐ Fishing Creek  
☐ Highland  
☐ Hillside  
☐ Lower Allen
- ☐ Newberry  
☐ Red Mill  
☐ Rossmoyne  
☐ Washington Heights

I affirm that I have never been charged, arrested, indicted or convicted of an offense or offenses specified under 24 P.S. § 1-11(e) or (f.1) ("Reportable Offenses"). Further, I affirm I have never been named as a perpetrator of a founded report of serious bodily injury, sexual abuse, or sexual exploitation of a child. See Page 9 for more information.

As a new or continuing volunteer, I will provide the building principal or designee an original Act 34 PA Criminal History Record Check, obtained at my expense, that is less than one year old at the time of submission.

As a new volunteer, I will provide the building principal or designee evidence of a tuberculosis test, obtained at my own expense, that is less than 90 days old at the time of submission.

I have read the Guidelines for Volunteers including the Confidentiality Agreement and agree to comply with all its terms.

Signature of Volunteer \_\_\_\_\_

Date \_\_\_\_\_

## BUILDING USE ONLY

- ☐ Megan's Law  
☐ Act 34 Clearance  
☐ Picture ID  
☐ TB Test Verified

Admin's Initials: \_\_\_\_\_

Admin's Initials: \_\_\_\_\_

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

Nurse's Initials: \_\_\_\_\_

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

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

(attach copy to form)

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

## **Volunteer Administrative Guidelines**

The principal, or designee, of each school using volunteers shall maintain a database of all current volunteers which shall include: 1) full legal name; 2) legal residence; 3) telephone number (s); 4) place of employment; 5) employment address; and 6) employment telephone number.

- Volunteers chaperoning overnight trips will be required to complete the Volunteer Application process and provide an Act 34 PA Criminal History Record Check, Act 114 FBI Criminal History and an Act 151 PA Child Abuse History that are less than one (1) year old at the time of the trip as well as evidence of a tuberculosis test that is less than ninety (90) days old at the time of submission
- The District requires that no volunteer may be permitted to work with a child in a school building outside the line of sight of the District staff to which the child is assigned.
- Volunteers may assist in monitoring students during lunch and/or breakfast periods if they are under the immediate supervision and direction of District staff.
- Volunteers providing students with academic assistance, opportunities for practice, or assisting teachers or administrators with classroom or office clerical services, shall possess necessary academic and communication skills.
- Volunteers may assist certificated staff with those instructional tasks which, in the judgment of the person to whom the volunteer is assigned, may be performed by a person not certificated.
- When assisting with instructional tasks, volunteers shall perform their duties under the supervision of a certificated professional educator who retains full responsibility for the instruction and supervision of students in his or her assigned care.
- Any enrolled elementary, middle, or high school student attending a West Shore school is exempt from completing the Volunteer Application process.
- Visitors accompanying teachers and students on a one-day field trip (incidental contact - one exposure in one day) are also exempt from this process if they are the parent/guardian of a student on the trip. Non-parents will be required to complete the Volunteer Application process.
- Volunteers may not bring other children with them while volunteering in the school.

## **Child Abuse**

Any volunteer, who in the course of his or her interaction with a student or students, observes or is the recipient of information that raises a suspicion of child abuse, must, at a minimum, report his or her concern or that information to the classroom teacher of the student or an administrator immediately.

If the suspected perpetrator is the classroom teacher, this information should be reported to the building principal immediately. Volunteers shall also comply with all state and federal laws regarding child abuse reporting requirements.

## **Confidentiality Agreement**

As a condition of volunteering in any District building, the volunteer's signature on page 2 of these guidelines acknowledges understanding and agreement that the volunteer:

- Will not disclose confidential or personally identifiable information to any non-essential personnel
- Will not access or view any information other than what is deemed necessary by West Shore School District personnel
- Will immediately consult designated West Shore School District personnel for clarification if there is a question whether there is an essential need to access or disclose confidential or private information
- Will not discuss or put into written form, any confidential and/or personally identifiable information in an area where unauthorized individuals may hear or be able to read such information (e.g. hallways, cafeteria, playground, classrooms, etc.), even if specifics such as a student's name, are not used
- Will not make any unauthorized transmissions, copies, or alterations to any confidential or protected information

The volunteer understands that violation of this Agreement may prohibit future admittance to any West Shore School District building and/or may result in legal action.

## **General Guidelines for Volunteers**

- Volunteers work under the direction and supervision of the teacher/principal. The relationship is to be one of mutual respect and confidence.
- Volunteers shall work within the rules of the school and individual classrooms.
- Volunteers shall maintain appropriate adult behavior at all times and shall expect age appropriate behavior from students.
- Volunteers shall always treat the teacher, students, and student's parents/guardians with respect and shall not criticize or make negative comments about them, to or in front of students.
- The volunteer shall exhibit behavior towards students, staff and other volunteers that is respectful and assumes equality toward members of the same and opposite sex, all ethnic/racial and religious groups, age, creed, sexual orientation, national orientation and disability and shall not make any comments that could be construed as discriminatory. Volunteers shall respect cultural differences.
- Volunteers should not promote any commercial products.
- Volunteers should not promote any religious doctrines or beliefs.
- Volunteers should not promote any political candidates or parties.
- Volunteers should not lend money to students or give any student gifts, money, or food without teacher permission.
- Volunteers should be generous with praise and courteous with criticism.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.

## **Helpful Hints about Volunteering**

- Volunteers should be themselves. It will take time and patience for both the volunteer and students to feel comfortable.
- Volunteers should call students by name.
- Volunteers should be sure students know their name (i.e. Mrs. Jones, Mr. Smith)
- A few minutes of casual conversation are a good way to begin with a student. Face the student and maintain eye contact.
- Volunteers should be enthusiastic about what they are doing. Students will be able to determine a volunteer's interest level in the activity.
- Be a good listener. Students may share ideas about their home or school problems. Listen. Remain neutral; refrain from advising. Maintain confidentiality.

## **Absences**

If volunteers are unable to make it to school for one of their scheduled visits, they are asked to contact the school and leave a message for the teacher. Please provide the teacher with as much advance notice as possible.

## **Arrival in School**

When arriving at a school to assist with classroom activities, volunteers should report directly to the office where they will be asked to sign the visitor's log and secure a numbered visitor's badge. The badges must be worn and visible throughout a volunteer's stay in the school, and the badges should be returned to the office when signing out for the day. Volunteers will be asked the nature of their visit, and during their first several visits, a staff member will escort them to their classrooms.

## **Automobiles on School Property**

Volunteers are asked to use extreme caution while driving on school property. Please observe the 15-mile per hour speed limit. Use only the designated entrances and exits. There are to be no cars parked in the driveways of the school. Visitors are asked to stay clear of bus loading zones during arrival and departure times.

## **Dress Code**

Volunteers should take care to wear clothing that is appropriate for a school setting. Clothing with tobacco product or alcoholic beverage logos is prohibited. Also, clothing with suggestive or profane messages should not be worn.

## **Safety Drills**

All schools conduct safety drills. If there should be a drill in the school while a volunteer is in the building, the volunteer will be expected to participate in the drill.

## **School Closing – Weather Related**

If serious weather conditions necessitate the closing of school, local radio and television stations will broadcast notice of such closing. School closings, two-hour delays, and early dismissals are also posted on the District's website at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us) If a volunteer is scheduled to visit on a day when a two-hour delay is called, he/she may still follow his/her assigned schedule unless he/she volunteers first thing in the morning. If weather conditions are such that a volunteer would prefer not to travel, he/she is asked to contact the school office to leave a message for the teacher.

## School Day

AM Kindergarten .....	8:45 a.m. – 11:30 a.m.	Elementary Schools .....	8:45 a.m. – 3:35 p.m.
PM Kindergarten .....	12:50 p.m. – 3:35 p.m.	Middle Schools .....	7:40 a.m. – 2:45 p.m.
Modified Kindergarten* ...	10:35 a.m. – 12:35 p.m.	High Schools .....	7:34 a.m. – 2:45 p.m.

*\*Used when a two-hour delay is called. A modified schedule does not impact afternoon kindergarten students.*

## Six-Day Cycle

Classes are scheduled on a cyclical, numerical basis. The first day of school is Day 1; the second day, Day 2, to be followed by Day 3, Day 4, Day 5 and Day 6. The seventh day of school is Day 1. This pattern will continue throughout the school year.

## Tobacco Products

Tobacco products as well as electronic cigarettes are not permitted on District property.

## Weapons Policy

Volunteers are expected to comply with the District's Weapon Policy. Firearms, handguns, pocket knives, nail files/clippers, steak knives, etc. should not be brought onto school property. A full copy of the Weapon Policy is available in each school or on the District's website at:

[www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

## 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 3129 - relating to sexual intercourse with animal
Section 2702 - relating to aggravated assault	Section 4302 - relating to incest
Section 2709.1 - relating to stalking	Section 4303 - relating to concealing death of a child
Section 2901 - relating to kidnapping	Section 4304 - relating to endangering welfare of children
Section 2902 - relating to unlawful restraint	Section 4305 - relating to dealing in infant children
Section 2910 - relating to luring a child into a motor vehicle or structure	A felony offense under section 5902(b) - relating to prostitution and related offenses
Section 3121 - relating to rape	Section 5903(c) or (d) - relating to obscene and other sexual materials and performances
Section 3122.1 - relating to statutory sexual assault	Section 6301(a)(1) - relating to corruption of minors
Section 3123 - relating to involuntary deviate sexual intercourse	Section 6312 - relating to sexual abuse of children
Section 3124.1 - relating to sexual assault	Section 6318 - relating to unlawful contact with minor
Section 3124.2 - relating to institutional sexual assault	Section 6319 - relating to solicitation of minors to traffic drugs
Section 3125 - relating to aggravated indecent assault	Section 6320 - relating to sexual exploitation of children
Section 3126 - relating to indecent assault	
Section 3127 - relating to indecent exposure	

(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) 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) 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.