

WEST SHORE SCHOOL DISTRICT

Guidelines for Volunteers

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.

The District will consider the following in determining whether or not a person should be considered a volunteer:

Type of Contact:

- Does the adult care for children?
- Does the adult supervise children?
- Does the adult guide children?
- Does the adult control children?

If the answer is NO to all of the questions above, the adult is not a volunteer subject to certifications (clearances). If the answer is YES to any of the questions above, examine the frequency of contact below.

Frequency of Contact:

- Will the adult have regular, repeated and continual contact that is integral to his/her volunteer responsibilities [routine interaction]?

If the answer is NO, the adult is not a volunteer subject to certifications (clearances). To qualify as "routine interaction," the contact must be regular, repeated and continual.

For purposes of administering these procedures, an adult who is determined NOT to be a volunteer shall be referred to as a visitor. A visitor is not required to complete the Volunteer Application Process.

Building administration has the final decision on determining whether or not a person's participation in, or attendance at any school program, activity or function, on school grounds or off, meets the standard to be considered a volunteer.

Volunteer Application Process

Effective July 1, 2015 all persons wishing to volunteer must:

- Provide Building or District Administration with a current government issued photo identification card. This must occur annually.
- Provide the District with an original Act 34 PA Criminal History Record Check (PA State Police) and an Act 151 PA Child Abuse History Certification (clearance) from the Pennsylvania Department of Education (version obtained on or after July 1, 2015).
- Prospective volunteers who have not lived in Pennsylvania continuously for the past ten (10) years at the time of application must also provide an Act 114 FBI Criminal History (clearance) (fingerprint) obtained at the prospective volunteer's expense until such time

as the volunteer lives continuously in Pennsylvania for ten (10) years. Those prospective volunteers who have lived in Pennsylvania continuously for the past ten (10) years at the time of request must sign a disclaimer (Waiver), found on the District's web page, affirming that there are no charges in other states that would prohibit selection as a volunteer. Certifications (clearances) must be renewed every five (5) years. The District reserves the right to require additional information as part of the volunteer application process. Information regarding obtaining certifications (clearances) can be found on the District web page under the Volunteer Information link.

- Provide the building principal with evidence of a tuberculosis (TB) test that is less than ninety (90) days old at the time of submission. During the year, TB Clinics will be offered during which individuals can receive a TB test from one of the District's Certified School Nurses at a cost of \$20. An individual must be documented as being free from TB before serving as a volunteer. A TB 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). An x-ray may be submitted in lieu of the TB test if the primary health care provider determines that a TB test is contraindicated due to a tuberculin allergy or prior positive TB results.
- Sign, date and submit a Volunteer Affirmation form indicating that these guidelines have been read and understood, including the volunteer's status as a Mandated Reporter of suspected child abuse and the procedures for reporting any suspicion of a child who may victim of such abuse. This form will be provided by the District at the time of registration or reregistration as a volunteer.

Any cost associated with obtaining clearances is at the prospective volunteer's expense.

Volunteers must report changes in clearance status within 72 hours. Failure to submit the required information could result in:

- Being charged with a Misdemeanor of the Third Degree; and/or
- Discipline up to and including termination or denial of volunteer position

Persons who have been arrested, indicted, or convicted of an offense or offenses specified under 24 P.S. §§ 1-114 (e) or (f.1) ("Reportable Offenses(s)") will be excluded from serving as a volunteer.

Any questions regarding these guidelines should be directed to the building administration.

Volunteer Administrative Guidelines:

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.

- The District requires that no volunteer be permitted to work with a child in a school building outside the line of sight of 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.
- Enrolled elementary, middle, or high school students attending a West Shore school who are less than eighteen (18) years of age are considered volunteers but do not have to complete the volunteer application process. Enrolled students who are eighteen (18) years of age or older must complete and submit to the building administrator(s) of the building(s) in which they wish to volunteer a Volunteer Vital Statistic Information Form and Volunteer Verification for exemption from FBI Federal Criminal History Clearance Form.
- Volunteers may not bring other children with them while volunteering in the school.
- A person who volunteers is considered, under the Child Protective Services Law, a Mandated Reporter and is required under this law to make a report of suspected 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 follow the procedures located at the end of the guidelines. Volunteers who have questions following the review of these procedures should request clarification from building administration. Information on the recognition and reporting of suspected child abuse is available from the Director of Pupil Services or at www.keepkidssafe.pa.gov
- District employees, including substitutes, who also wish to volunteer may use their employee clearances to satisfy volunteer clearance requirements. Employees are responsible to

ensure that clearances are valid for employment as well as for volunteering. The District employee must complete and submit the Volunteer Vital Statistic Information Form.

- Employees of outside agencies working in District schools are not considered volunteers and are managed under separate guidelines.
- Unless approved specifically by a building administrator, volunteers are not permitted to transport students in personal vehicles. In those rare occurrences where permission is given, parent/guardian permission must be acquired through District procedures and may not be obtained through mutual consent between volunteer and parent/guardian. The volunteer assumes all risks by transporting the student and must acknowledge this in writing.

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
- Volunteers will not put into writing or discuss any confidential and/or private information in an area where unauthorized individuals may hear or be able to view 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.

The volunteer understands that any confidential or private information accessed or viewed is in the District's possession and not the volunteer's. This information must not be discussed or disclosed outside the school environment.

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 other 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

1. Volunteers should be themselves. It will take time and patience for both the volunteer and students to feel comfortable.
2. Volunteers should call students by name.
3. Volunteers should be sure students know their name (i.e. Mrs. Jones, Mr. Smith)
4. A few minutes of casual conversation is a good way to begin with a student. Face the student and maintain eye contact.
5. Volunteers should be enthusiastic about what they are doing. Students will be able to determine a volunteer's interest level in the activity.

6. 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, will be escorted to their classrooms by a staff member.

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. Should there be a drill in the school while a volunteer is in the building, the volunteer is expected to participate in the drill.

School Closing – Weather Related

If serious weather conditions necessitate the closing of school, notice of such closing will be broadcast by local radio and television stations. School closings, two-hour delays, and early dismissals are also posted on the District's website at 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.
PM Kindergarten.....	12:50 p.m. – 3:35 p.m.
Elementary Schools.....	8:45 a.m. – 3:35 p.m.
Middle Schools	7:40 a.m. – 2:45 p.m.
High Schools	7:34 a.m. – 2:45 p.m.
Modified Kindergarten*	10:35 a.m. – 12:35 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 Weapons Policy. Firearms, handguns, pocket knives, nail files/clippers, steak knives, etc. should not be brought onto school property. A full copy of the Weapons Policy is available in each school or on the District’s website at: www.wssd.k12.pa.us

LIST OF REPORTABLE OFFENSES

A reportable offense enumerated under 24 P.S. § 1-114(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 a 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. § 1-114(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. §1-114 (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. §1-114 (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.

VOLUNTEER PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE

If child abuse is suspected and/or a student discloses abuse, it must immediately be reported to Childline. There are two methods for reporting. The steps for each are outlined below:

A. Verbal Reporting Via Call to Childline

1. Obtain blank copies of CY-47 and WSSD Child Abuse Reporting Cover Sheet, which can be obtained from a school nurse, counselor or building administrator.
2. Complete CY-47 in its entirety, taking special care when completing the section describing the injuries and documenting where marks are observed.
3. Building administration will assist you in calling Childline at 800-932-0313 and making a report. Ensure that all blanks in the “submitted via telephone” section of the WSSD Child Abuse Reporting Cover Sheet are completely filled in based on the telephone call.
4. Fax CY-47 to county where suspected abuse occurred.
 - a. York County C&Y Fax: 717-771-9884
 - b. Cumberland County C&Y Fax: 717-240-6433

If the suspected abuse occurred in another county, ask Childline representative for that county’s fax number

5. Give the completed CY-47, WSSD Child Abuse Reporting Cover Sheet, and any notes related to the report to building administration.

B. Electronic Reporting Via Child Welfare Portal

1. Log onto <https://www.compass.state.pa.us/cwis/public/home>. Prior to submitting an online report, a person making report must set up an account. Once account is set up and user is logged in, directions for “Create Abuse Referral” should be followed.
2. The Childline Report of Suspected Abuse and Neglect template should be completed and submitted. A copy of the completed template should be printed.
3. Submission of referral generates a confirmation email that should be printed.
4. Obtain a blank copy of WSSD Child Abuse Reporting Cover Sheet which can be obtained from a school nurse, counselor or building administrator. The blanks in the “submitted electronically” section of the form should be completed.
5. The completed Childline Report of Suspected Abuse and Neglect template, WSSD Child Abuse Reporting Cover Sheet, any notes and confirmation email are to be given to the building principal.