

# Lewisburg Area School District Volunteer Handbook



## *Guidelines and Expectations for Serving as a Volunteer*

*Approved: March 26, 2015*

*Revised: August 2019*

### *Nondiscrimination Notification*

- *The Lewisburg Area School District's programs are open and available to all students. The district does not discriminate or prohibit students from participation because of race, color, national origin, religion, sex, handicap, or political affiliations.*
- *The school district's hiring practices are also non-discriminatory. The school district is an equal opportunity employer. In the activities related to employee recruitment and screening, hiring, promotion, demotion, transfer, and furlough, the nondiscrimination policy stated above extends to include age and veteran status.*
- *Inquiries or complaints concerning possible discrimination are to be directed to Mrs. Cathy Moser, who serves as the Title IX and Section 504 officer for the school district. She will also provide information regarding services, activities and facilities which are accessible and usable by handicapped persons. Please call 570-523-3220 ext 3255 for additional information.*
- *Publication of this announcement is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitative Act of 1973 and Title VI of the Civil Rights Act.*

## **Lewisburg Area School District Volunteer Application Process**

The Lewisburg Area School District thanks you for your interest in volunteering. We hold many programs and activities each year that require the assistance of parent and community volunteers. Participation as a volunteer in our schools helps us provide interesting and meaningful experiences to our students that we could not accomplish with the limitations of our staff.

A volunteer's time, talents, and energy benefits the students of our district and enhances the services we are able to provide. We hope that through volunteer service to the district the individual will experience the same rewarding satisfaction that we do on a daily basis. As we strive to meet the needs of each student enabling them to be successful, volunteer help is necessary, and hopefully the information provided in this handbook will aid that process.

Volunteers of Lewisburg Areas School District are required to attain clearances and meet certain state and local laws, and applicable district policies in order to be in direct contact with school children. While we understand the process may be lengthy and costly to the many people that give of their time to help us, we want to be sure that our children are protected to the greatest extent possible and ask for patience with these procedures.

### **What are the Differences between a Volunteer and a Visitor?**

A **volunteer** is any individual that has direct contact with children and has the possibility of care, supervision, guidance AND routine interaction with children. Routine interaction is defined as regular, repeated, and continual contact that is integral to a person's employment or volunteer responsibilities. A **visitor** is any individual that has limited contact with children and does not have routine interaction with children.

### **Examples of Volunteers:**

- Chaperoning Repeated School Activities or overnight trips (Marching Band Trips, etc.)
- Helping with the Fall Play or Spring Musical
- Assisting students at the school on a regular basis (Kid Writing, tutoring, etc.)

### **Examples of Visitors:**

- Chaperoning a one-day Field Trip
- Chaperoning a Dance
- Chaperoning a one-day Ski Trip (overnight trip requires volunteer application)
- Reading to a class during Read Across America Day
- Serving as a guest speaker to a class or presenting at a school assembly
- Attending activities at the school during the school day to watch students such as the Dragon Dash Activity or an Awards Assembly

If an individual is interested in helping with a school activity and they are not sure if the service would be classified as a volunteer or visitor, please contact the building principal, assistant superintendent, or superintendent.

**How to Become a Volunteer** Volunteers are parents or community members who voluntarily offer a service to the District without compensation. The following steps must be completed prior to starting actual volunteer services as a result of changes in the Pennsylvania Child Protective Services Laws:

- 1) Complete the Volunteer Application Form and return it to Central Office, 1951 Washington Avenue, (to Paula Young, in the Superintendent Office) located in Linntown Intermediate School.
- 2) A potential volunteer will need to obtain clearances, which include the Pennsylvania State Police Criminal Records Check which is free to volunteers, the Child Abuse History Clearance which is free if you obtain a code from the office, and completing an affidavit or the Federal Criminal History Background Check at a cost of \$27.00. *(Note: If the potential volunteer has been a resident of Pennsylvania for the past 10 years, they may sign an affidavit attesting that no crimes have been committed that would prevent them from being a volunteer in lieu of attaining the Federal Criminal Clearance.)*
- 3) Complete the on-line Mandated Reporter Training and submit proof of completion. The on-line training is available at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu).
- 4) Provide the results of a Mantoux Tuberculosis (TB) Test as this is a requirement for all school employees and volunteers in the PA School Code. This service may be provided by your family physician or clinics such as Med Express.
- 5) The potential volunteer's name will then be placed on the School Board agenda for approval.
- 6) Once approved, the volunteer will be contacted by the building principal to begin service.

## **Clearances**

As a volunteer, state law requires that new clearances be attained every five years. The district will endeavor to send a reminder regarding updating the clearances prior to the five-year anniversary. However, it is the volunteer's responsibility to keep their clearances updated.

## **Annual Approval**

Volunteers must be approved every school year by the school board prior to serving in any school or school district activity.

## **You Are Part of Our Learning Community**

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can help guide them through the learning process.

### **Goals:**

- Enrich the curriculum
- Enrich students learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

### **Working under the direction of the classroom teacher and school staff includes:**

- Follow the direction of a school staff member
- Accept direction and suggestions from teachers
- Respect the privacy of teachers and students by not discussing school matters away from the classroom or educational setting
- Understand that evaluation of student learning can only be done by the teacher
- Commit to working in an educational setting to support and improve education for all students
- Seek help from the teacher when you need additional information or instruction
- Share ideas and constructive comments with the teacher
- Acknowledge that teachers and school personnel are responsible for classroom management and discipline
- Refer to the classroom teacher or regular school personnel for final solution of any student problem which arises, whether of an instructional, medical, or operational nature

### **Enjoy working with students by:**

- Find ways to establish a good rapport with students
- Provide help and assistance without doing the work for students
- Show a genuine interest in each student
- Accept each student and encourage the best from him or her
- Use patience and kindness

Sometimes a requested placement may not be a fit for the volunteer, the teacher, or the school. If the volunteer placement does not work for the volunteer, the teacher, or the school for whatever reason, the volunteer assignment may be ended, modified or changed to a new assignment. The volunteer may request a different placement if they wish to continue volunteering.

### **Volunteers are expected to:**

- Sign in and wear an ID badge on school grounds at all time
- Wear appropriate attire
- Show respect for all staff and students
- Share concerns regarding students with the school staff only

If the volunteer cannot make their scheduled volunteer time, please call the school so the teacher and students will know they will not be there. Please do not bring younger children to the school during volunteer hours. All volunteers will also be asked to turn off their cell phone while they are volunteering in the classroom and are discouraged from making personal calls while on the school campus.

### **Prohibitions for All Volunteers**

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes

### **Maintain Student Confidentiality**

Volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the district confidential. In fact, federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission.

Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others –even their parents. Do not make references to students’ abilities in front of other students. The only person who should be told about a student’s work is their teacher. If parents ask about their students’ progress, suggest in a friendly way that they contact the teacher.

### **Bullying/Harassment**

The Lewisburg Area School District Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to uphold the Lewisburg Area School District Unlawful Harassment Policy #248 and Bullying/Cyberbullying Policy #249. The district asks all volunteers to review these policies in detail prior to volunteering. Policies can be located under “School Board” on the district website.

## **Important Guidelines**

### **Safe Interaction with Students**

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

#### **General Guidelines for Safe Interaction with Students:**

All interactions with students must be courteous, respectful, and focused on teaching and learning. These guidelines protect both the student and the volunteer.

#### **Do Not:**

- Take a student or students on private outings
- Initiate social activities with students
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- Ask a student to baby-sit for your family while volunteering
- Engage in Social Networking with students via Facebook, Instagram, Snapchat, Vine, Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries

### **Communication**

Volunteers should not say or write things to students that they would be uncomfortable sharing with the students' parents, district/school administrators or the teacher they are working with.

#### **Do Not:**

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students

### **Working Alone with Students at School**

- Always keep the door open and lights on
- Do not post anything on class windows that would obstruct a clear view into the room

### **Gifts**

In general, giving gifts to students is not encouraged. If gifts are provided they should be:

- Of nominal value
- Identical for all students in the class
- Approved by the teacher or administrator in charge of the program

### **Physical Contact with Students**

It is the District's expectation that all physical contact between volunteers and students must be professional and appropriate.

## **Field Trips and Off-Campus Activities**

Volunteers are not expected to transport students in personal vehicles. All transportation for school activities is typically provided by the school district. If an extenuating circumstance would occur where a volunteer is authorized by a school representative to provide transportation, their auto insurance policy shall be the primary insurance.

## **Extracurricular and Enrichment Activities**

Schools often provide before and after-school programs. All extracurricular and enrichment activities must be organized under the authority of Lewisburg Area School District or its approved partner groups and comply with all applicable rules and regulations.

## **Volunteer Coaches**

Individuals who wish to become volunteer coaches for any school in the Lewisburg Area School District must complete a few additional steps that are related specifically to athletics. The following steps must be completed by individuals that wish to be approved as a volunteer coach:

- 1) Complete the Lewisburg Area School District Volunteer Application including the appropriate clearances. (This process can take several weeks to complete, so volunteers are recommended to begin this process early).
- 2) Complete Mandated Reporter Training.
- 3) Complete Concussion Management Training.
- 4) Complete Sudden Cardiac Arrest Training.
- 5) Provide verification of a negative Mantoux TB Test.
- 6) Review and agree to comply with the coaches' handbook.

Volunteer coaches are also encouraged, but not required, to complete a First Aid and CPR Course. Classes are available through the district if the volunteer does not have current certifications.

## **Report Suspected Abuse or Neglect as a Mandated Reporter**

Volunteers are in a unique position to observe students and are considered a **Mandated Reporter**. If a volunteer suspects that a student may be the victim of abuse or neglect, the volunteer must report it immediately as outlined in the Child Protective Services Law. All volunteers must complete three hours of Mandated Reporter Training in order to serve as a volunteer in the district and renew the training every five years. The training can be completed online at the following website: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)

## **Dispute Resolution/Termination of Volunteer Service**

Failure to meet the expectations outlined in the Volunteer Handbook may result in the termination of the volunteer arrangement. In the event of disputes that may arise between volunteers and students, or school staff, the volunteer should bring the matter forward to the Building Administration under the provisions of LASD Policy #906.

## PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

[www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)

[You can obtain a code to receive the clearance for free by contacting Paula Young 570-522-3205 or young\\_p@lasd.us.](#)

### Directions:

- a. After Clicking on the link above, Click “Create New Account” (Unless you already created an account for recent clearances).
- b. Read the Welcome and then Click “Next”.
- c. Create your own “Keystone ID” and answer the questions on the page including the security question (use an email account you can access because they will send you a temporary password that you will need to complete the process).
- d. Check your email for the temporary password they will send to you.
- e. Go back to the main page using the link above (compass.state) and this time click “Log in”.
- f. Then Click on “Access My Clearances”.
- g. Read the information and then click on “Continue”.
- h. Type in your username and the temporary password that was emailed to you.
- i. Then it will ask you to create a new password and click “Continue”.
- j. Select “Volunteer” as the reason from the drop down list of choices and then fill in the remaining information requested on the screen. It is a secure site so you can enter your social security number.
- k. You can select to have a paper copy mailed to you but you will get an electronic version that you can print off so it is your choice.
- l. You will need to list every permanent address you have lived at since 1975. If you don’t remember all the specifics such as zip, or street address just fill in as much as you can. If parents/grandparents are deceased you do not need put an age in for them.
- m. You will need to list everyone you have ever lived with this includes your parent(s), spouse, ex-spouses, etc. You will need to select how they are/were related to you.
- n. You then need to click to verify that what you are submitting is correct.
- o. After submitting, usually within a few minutes, your results should appear right under the account number in a green box that will say “To view the result, click here”.
- p. The PDF file of the certificate should show up, print out a copy then at the top of the page click “Log Out”.

## PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

<https://epatch.state.pa.us/Home.jsp>

### Directions:

- a. Click on the link above.
- b. Click in the middle right of the page on “New Record Check – Volunteers Only”.
- c. Read the information and click “Accept”.
- d. Fill in the information requested.
- e. Verify your information and click “Proceed”.
- f. After submitting, usually within a few minutes, your results should appear, click on view results and print out a copy.

## FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS - \*\*\*NEW\*\*\*

**If you do not have Internet access, you can still schedule an appointment by calling 844-321-2101**

<https://uenroll.identogo.com/>

Please enter the Service Code: 1KG6XN

New Fingerprint Locations closest to Lewisburg as of 12/1/19:

Identogo-State Agency  
280 Kane Street  
South Williamsport, PA 17702-7166

Location Hours  
Monday-Friday 8:00AM – 12:00PM  
E/O Saturday 8:00AM – 12:00PM

Educator’s Inc.  
12 Commerce Avenue  
Selinsgrove, PA 17837

<https://www.facebook.com/TheEducatorsInc/>

- **Enter First Name, Last Name** - Legal Name must match exactly on all identification documents brought to enrollment.
- **Date of Birth, Confirm Date**
- **Email, Confirm Email and Phone Number** - Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment
- **Click Next**
- **Answer Citizenship Questions**, Country of Birth, City of Birth, State, Country of Citizenship
- **Answer the following Questions:**
  - Have you ever used a maiden/previous name?
  - Have you ever used an alias?
  - Would you like to include Employer Information on your fingerprint card?
  - Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
- Click Next
- If you answered yes to the maiden name, you will be asked to enter that info on the next page. If you have multiple, please click the + below to add an additional maiden/Previous name.
- Please answer the following questions: Height, Weight, Hair Color, Eye Color, Preferred Language, Gender, and Race
- Click Next
- Enter Residential Address and Click Next
- Enter Employer Information (If you answered yes to the Employer Question previously) and Click Next
- Select the required documents to bring to your enrollment. They will accept:
  - Commercial Driver's LICENSE issued by State or outlying possession of the US
  - Commercial Driver's PERMIT issued by State or outlying possession of the US
  - Driver's License PAPER/TEMPORARY issued by state of Texas
  - Driver's License PERMIT issued by State or outlying possession of the US
  - Driver's License issued by State of outlying possession of the US
  - Enhanced Tribal Card (ETC)
  - Federal ID Card with Seal or logo from a Federal Agency
  - Foreign Passport
  - Passport Book or Card
  - Permanent Resident Card/Green Card (I-551)
  - State ID Card (or outlying possession of the US) with a seal or logo from State or State Agency
- Answer the next question "Does the name you are enrolling under match the name on all documents selected"
- Bring the Documents you checked with you when getting your fingerprints.
- Enter your Zip Code to find the closest location.
- It will give you 5 locations – Please click one

- Please select date and time or click Walk-In (Scheduled Appointments will take priority over walk-ins)
- Click Submit
- Once you get your fingerprints taken, you can turn in a copy of your receipt and we can pull up the clearance electronically within 24 hours.

## 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 any 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.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Attest/Witness: \_\_\_\_\_ Date: \_\_\_\_\_