

# Eastern Lebanon County School District



## Volunteer Handbook

# Welcome!

Thank you for your interest in serving the ELCO School District as a volunteer. We appreciate your decision to volunteer your time and talents to the students of ELCO.

School volunteers enhance the educational experience in so many ways:

- By helping to ensure that vital programs like music, sports and the arts are available in the school
- By working as the extra hands, ears, and hearts of teachers whose responsibilities extend to many students
- By working to ensure student safety during educational field trips
- By working to ensure the smooth operation of many school activities, we sometimes take for granted – for example, concessions at sporting events, or equipment management at band competitions
- By listening, caring, and supporting the most important person in any school – the student.

This booklet was designed to help ensure that your volunteer experience at ELCO School District is positive. It contains a lot of information about district procedures and policies that affect you in your volunteer role, as well as tips and ideas that might make your experience more valuable.

Please let us know if there is anything we can do to help you as you give of yourself to our number one priority – our students!

## Who is a Volunteer?

Volunteers fall into two categories. If you have any questions about whether or not you are considered a volunteer, please contact the building principal. A volunteer must be at least eighteen years of age.

Direct Contact	Routine	Not Volunteer
<p>Direct contact volunteers include any volunteer who has direct contact with students. Direct contact is defined as the <b>care, supervision, guidance, or control of children</b>. Even if a volunteer is asked to have direct contact with a student(s) one time, he/she must meet the volunteer requirements.</p>	<p>Routine volunteers may or may not be having direct contact with students, but this person volunteers in the district more than once each year.</p>	<p>A parent/guardian who spends one day at the school to help with an activity, but does not have direct contact with the students (not responsible for care, supervision, guidance, or control).</p>
<p>Examples:</p> <ul style="list-style-type: none"> <li>• Field trip chaperones</li> <li>• Parent/guardian who rides with an athletic team or musical group as a chaperone</li> <li>• Overnight camping trip or field trips</li> <li>• Coaching volunteers</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Parent/guardian who volunteers in his/her child's classroom a few times each year</li> <li>• Musical/Band volunteers</li> <li>• Office volunteers</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Career day speaker</li> <li>• Classroom visit (1x/year)</li> <li>• Veteran's Day Lunch (or similar)</li> <li>• Attending athletic event or performance</li> </ul>

# PROCEDURES FOR BECOMING AN APPROVED ELCO VOLUNTEER

All information below can be found on the [ELCO Volunteer Website](#)

1. Complete and sign the “Volunteer Application Form” and submit with your completed volunteer packet.
2. Submit requests for the following clearances to the appropriate agencies:
  - [Act 34 - Pennsylvania Criminal History Background Check](#)
  - [Act 151 - Pennsylvania Child Abuse History Clearance](#)
  - [Federal Criminal History Fingerprint Check](#) - INDIVIDUALS WHO HAVE NOT RESIDED IN THE STATE OF PENNSYLVANIA CONTINUOUSLY FOR A PERIOD OF 10 CONSECUTIVE YEARS BEFORE REGISTERING WILL ALSO NEED TO OBTAIN AN FBI CRIMINAL HISTORY RECORD (select Pennsylvania Dept. of Education).
  - [Volunteer Disclosure Statement Form](#) - Those who have resided in the State of Pennsylvania for a period of 10 consecutive years or more at the time of registration do NOT need to obtain an FBI Fingerprint Check, but must instead complete and submit the Volunteer Affirmation Form contained in this packet.
  - PLEASE NOTE: Clearances cannot be more than 1 year old from the date we receive them.
  - The volunteer shall pay the costs for all clearances.
3. Beginning September 1, 2019, all newly approved volunteers must complete the Recognizing and Reporting Child Abuse Online Training and provide the certificate of completion. The link for the free training is: <https://www.reportabusepa.pitt.edu>.
4. Beginning September 1, 2019, all new applications for volunteers require approval by Board of School Directors. Once your paperwork has been received by the District, the Board of School Directors will need to approve your request to be a volunteer in the ELCO School District.
5. Once approved, please bring your valid PA driver’s license to the building you will be volunteering in to get your Volunteer Lanyard. At the beginning of each new school year, please bring your PA driver’s license to be re-scanned in order that a current school year badge can be produced.
6. Act 34 and 151 clearances will need to be renewed every 60 months (or five years). If you suspend your volunteer service for a year, you will also need to get new Act 34 and 151 clearances before volunteering again. Non-compliance with the law requires that we do not permit volunteers to work in our buildings. In the event a volunteer does not submit any or all required documentation, the volunteer will be removed from the volunteer database, beginning on the due date of the earliest clearances due. **Current volunteers who require renewal of clearances must submit a new volunteer application and be approved by the Board.**
7. Senior Citizens interested in the Property Tax Work-Off Program must meet the eligibility requirements and guidelines. Please visit the ELCO Volunteering website for information on this program.

**ONLY COMPLETED PACKETS WILL BE ACCEPTED**

# General District Policies Concerning Volunteers

## ELCO Volunteer Requirements:

1. The ELCO School District School Board shall approve all volunteers.
2. **Volunteers must complete the Volunteer approval process prior to the commencement of volunteer service, including obtaining Act 34 and Act 151 clearances, BEFORE being placed on the volunteer list, per Section 1418 of the School Code.**
3. **Once every five (5) years, and in the event that service in the district's volunteer program should cease for a period of one (1) school year, volunteers will be required to repeat the Volunteer approval process.**
4. If, under the pertinent laws or regulations, a criminal history/child abuse report would preclude a person from being hired as an employee, that person may not be a volunteer.
5. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member.
6. Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.
7. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.
8. Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages from the district.

### Exemptions:

Volunteers exempted from this requirement would include members of Booster and parent organizations who are exclusively involved in fund-raising efforts off the school property.

**The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason. In addition, any volunteer may be removed from a volunteer position for any reason.**

## Adherence to Laws and ELCO Policies and Regulations

Volunteers shall meet any standards that may be established by federal, state or local government, or by the board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees.

**Please familiarize yourself with following school board policies. These policies will also apply to district approved volunteers when participating in volunteer activities.**

- [Policy 916](#) – Volunteers
- [Policy 323](#) – Tobacco and Electronic Nicotine Delivery Systems
- [Policy 824](#) – Maintaining Professional Adult/Student Boundaries
- [Policy 351](#) – Drug and Substance Abuse

*Note: All policies can be found on the school district website*

Act 191 of the Pennsylvania Legislature of 1988 24 P.S. 5-527 requires that any employee of the ELCO School District who is convicted of the delivery of a controlled substance or convicted of the possession of a controlled substance with the intent to deliver shall be terminated from his or her employment with the district (no matter where the violation occurred). The same policy will be applied to volunteers.

### Accident Reports

Any accident involving a student, employee or volunteer that occurs on school property must be reported to the school office using the appropriate district accident report forms. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues. Accident report forms can be secured from the building secretaries.

### Confidentiality

It is expected that matters of confidential information or materials about students, staff, other volunteers or school district business will be maintained as confidential by anyone who may become aware of such information.

### Transportation

District insurance does not cover volunteers transporting students in their own vehicles. In the interest of student safety, volunteers may not transport students in their own vehicles.

# General Volunteer Information

## Fire and Emergency Procedures

### Fire

In case of fire In the event a fire starts in the building, use the following guidelines for reporting the fires:

1. Ring the emergency fire bell by pulling the lever in the fire alarm box located nearest you.
2. Follow the direction of the staff liaison concerning fire drill evacuation rules and procedures.
3. Individuals with limited mobility (crutches, wheel chairs, etc.) may require individual attention. If necessary, you may be in a position to assist. ASK for extra help if needed!
4. Building re-entry – everyone must remain outside the building until notified by the authorities to re-enter.

### Threats or Other Emergencies

In the event of other emergencies, the district has established certain procedures to be followed by the administrative and staff. Follow the direction of district employees regarding your actions during these emergencies. In the absence of a district employee you may be in a situation to take actions to protect students and staff. Become familiar with the emergency procedures for each school building in which you will volunteer.

## Volunteering with Students

- Be sure the students know your name – establish in the beginning how they are to address you. (You may want to check with the classroom teacher as to what is normally done in the school.)
- A student's name is VERY important. Make every effort to remember the names of the students you work with.
- Remember that you are volunteering to support all students, not just your student.
- Demonstrate your interest in the students by asking them about their activities and LISTENING!
- Help build students' self-confidence by pointing out the improvement you see in their work, etc.
- Even when helping to correct a student's work, try to start the conversation by praising their hard work!
- Discuss student behavior and/or progress ONLY with the teacher.
- Make sure you always leave the students on a positive and friendly note.
- Keep in mind that students will model the behaviors they see adults displaying – whether that adult is a staff person or a volunteer.
- Common sense and cool heads are always the best in any situation.

## Volunteers Must:

- Follow the direction of district staff and administration
- Wear appropriate attire
- Visit the main office when you arrive and when you leave. Be sure to follow all sign-in and sign-out procedures established by the building.
- ALWAYS wear the volunteer lanyard while serving as a volunteer.
- Be reliable. Call if you cannot be at the school.
- Maintain confidentiality. Remember that anything overheard concerning students or staff should never leave the building.
- Keep in mind that you are here to support teachers, not to replace them. Please refer to the classroom teacher for his/her preferred method of dealing with day-to-day situations.
- Remember - if you don't know - Ask! We will be glad to help you.
- Maintain professional boundaries with students and staff
- Refrain from being alone with a student in a location that is out of sight from other students or adults
- Report suspected child abuse or neglect to ChildLine.

## Volunteers May Not:

- Discipline a student
- Evaluate a student's learning
- Discuss school matters away from the classroom
- Conduct activities for which they are not adequately trained by school district staff
- Use foul language or speak in a way that is disrespectful to students or staff
- Possess tobacco products, weapons, alcohol, or drugs while on school property
- Use ELCO School District property for personal purposes
- Transport students in personal vehicles
- Promote political parties, candidates, religious doctrines, or beliefs
- Engage in behaviors that are inappropriate with students including engaging with students on social media

**YOUR HELP makes a  
BIG DIFFERENCE  
in the lives of  
OUR STUDENTS!  
#ELCOtogether**

# RECOGNIZING AND REPORTING SUSPECTED CHILD ABUSE

## Recognizing and Reporting Suspected Child Abuse Training

All persons having direct contact with school children should be trained as mandated reporters and understand the procedure to report reasonable suspicion of child abuse. For ELCO Volunteers, the district is required to offer this training.

### Free Training Certification

- The online training takes approximately **three (3) hours** to complete. Individuals do not need to complete the training in one sitting. The system is designed to allow you the option of completing the training over multiple periods of time.
- To register for the free online training, go to the Pennsylvania Child Resource Center website ([www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)) and click the Registration button. This will take you to a New User registration page. Please select “**No**” when asked if you are licensed or applying for a license through one of the following boards. After submitting your information, the Pennsylvania Child Resource Center will send you an email with your Username and Password.
- It is best to close your browser after registration is complete. Then restart your browser to login. Google Chrome and Firefox browsers work the best. This training must be done on a computer and will not work on a tablet or mobile device.
- After you have completed the training, print the certificate that is available on the last page.

### 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:

<b>Verbal Reporting Via Call to ChildLine</b>	<b>Electronic Reporting Via Child Welfare Portal</b>
<ol style="list-style-type: none"><li>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.</li><li>2. Complete CY-47 in its entirety, taking special care when completing the section describing the injuries and documenting where marks are observed.</li><li>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.</li><li>4. Fax CY-47 to county where suspected abuse occurred. If the suspected abuse occurred in another county, ask Childline representative for that county’s fax number</li><li>5. Give the completed CY-47 and any notes related to the report to building administration.</li></ol>	<ol style="list-style-type: none"><li>1. Log onto <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>. Prior to submitting an online report, a person making report must set up an account. Once account is set up and the user is logged in, directions for “Create Abuse Referral” should be followed.</li><li>2. The ChildLine Report of Suspected Abuse and Neglect template should be completed and submitted. Print a copy of this form.</li><li>3. Submission of referral generates a confirmation email that should be printed.</li><li>4. The completed Childline Report of Suspected Abuse and Neglect template and any notes and confirmation email are to be given to the building administration.</li></ol>



## VOLUNTEER APPLICATION FORM

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred Contact     Home Phone     Cell Phone     Email

Please select the option that best represents your affiliation with ELCO:

Parent/Guardian? Student(s) Name/Grade \_\_\_\_\_

Senior Tax Work-Off Program

Other, Describe \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Please select the schools where you are requesting to volunteer.

Fort Zeller Elementary     Intermediate School     Middle School

Jackson Elementary     High School

Please indicate the areas where you would like to volunteer.

Classroom     Cafeteria     Coaching

Field Trips     Playground     Other \_\_\_\_\_

Office/Clerical

Please continue to second page →

## VOLUNTEER APPLICATION FORM (Continued)

Please select the days/times you wish to volunteer (if applicable).

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

### Restrictions and/or Accommodations

Please list any restrictions you may have and/or accommodations you require:

### Volunteer Handbook

As a condition of volunteering in any District building, the volunteer's signature on this application form acknowledges:

- Understanding and agreement to the guidelines established in this ELCO Volunteer Handbook.
- Understanding and agreement to the ELCO School District's policies that relate to volunteers.
- Agreement to the guidelines established by the school building(s) for volunteers.

### Recognizing and Reporting Suspected Child Abuse

As a condition of volunteering in any District building, the volunteer's signature on this application form acknowledges that I have completed the Recognizing and Reporting Suspected Child Abuse ([www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)) within the last five years, and that it is my responsibility to renew and complete this training every five years. Furthermore, I understand that it is my responsibility to immediately and directly report any suspected child abuse to ChildLine (<https://www.compass.state.pa.us/cwis> or 1-800-932-0313). Senior Tax Work-Off Program Volunteers will complete this training during the initial orientation.

Volunteer Name (please print) \_\_\_\_\_

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

**Senior Tax Work-Off Program ONLY - Continue to Next Page**

### OFFICE USE ONLY

- Volunteer Application
- PA Criminal Background History
- PA Child Abuse History
- Affidavit Form or FBI Fingerprint Check

- Recognizing and Reporting Child Abuse Certificate
- Senior Tax Work-Off Program Form
- Board Approval Date \_\_\_\_\_

## Senior Tax Work-Off Program Form

**Complete this section ONLY if you are applying to be part of the Senior Tax Work-Off Program**

Please select additional jobs/tasks in which you are interested:

- |  |   |
|--|---|
| <input type="checkbox"/> Clerical Aide - may involve making photocopies, laminating, data entry, etc.                  | <input type="checkbox"/> Custodian - may involve emptying trash, cleaning desks, etc. in the absence of a custodian (these hours would most likely be 3:00 - 7:00 PM) |
| <input type="checkbox"/> Tutoring - primarily in elementary grades. This involves working with 1-3 students at a time. | <input type="checkbox"/> Assist with drama productions/musicals - i.e. costumes   |
| <input type="checkbox"/> Selling/taking tickets at athletic events, etc.   | <input type="checkbox"/> Mowing   |
| <input type="checkbox"/> Cafeteria monitoring - at the elementary buildings  | Other: _____  |

**Experience:** Please list experiences and types of skills that might qualify you to be assigned to the jobs in which you have indicated interest.

I understand that if I qualify and am chosen for the district's tax work-off program, I understand that I may earn a maximum of \$550, which will be paid via direct deposit in late June to be applied to the real estate tax obligations for the property at which I reside and am legally responsible for paying property taxes. I understand if I move from the district during the year, I will not be paid for my hours. I certify that to the best of my knowledge, the information in the application is true and accurate.

***\*Returning volunteers please be sure our Payroll Department has your current bank information.***

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