

## **WELCOME AND THANK YOU!**

Welcome to the Chartiers Valley volunteer program! We would like to thank you for taking the time to volunteer and to support our school district's mission. Your commitment to providing assistance to our teachers and students is greatly appreciated.

We value our relationship with parent and community volunteers and hope our volunteer program will be mutually beneficial for our schools and our volunteers. Thank you again!

As part of our ongoing efforts to ensure our schools are a safe learning environment for all, we ask that our volunteers read this handbook, watch our volunteer training video, and, if necessary, obtain all necessary clearances before volunteering their time.

## **LOCATION OF CHARTIERS VALLEY SCHOOL DISTRICT FACILITIES**

### **Chartiers Valley Administration**

2030 Swallow Hill Road  
Pittsburgh, PA 15220  
412-429-2201

### **Chartiers Valley High School**

50 Thoms Run Road  
Bridgeville, PA 15017  
412-429-2241

### **Chartiers Valley Middle School**

50 Thoms Run Road  
Bridgeville, PA 15017  
412-429-2220

### **Chartiers Valley Intermediate School**

2030 Swallow Hill Road  
Pittsburgh, PA 15220  
412-429-2233

### **Chartiers Valley Primary School**

125 Thoms Run Road  
Bridgeville, PA 15017  
412-429-3270

## WHO IS REQUIRED TO HAVE CLEARANCES/CERTIFICATES?

### Pennsylvania Act 153 is now Act 15 of 2015

During the summer of 2015, the General Assembly and the Governor signed House Bill 1276 into law. It is now Act 15 of 2015. The Act made several changes to Act 153 including the following:

- Defines “routine interaction” as regular and repeated contact that is integral to a person’s volunteer responsibilities.
- Clarifies that volunteers need to obtain certifications if they have “direct volunteer contact”, meaning that they are responsible for the care, supervision, guidance or control of children AND have routine interaction with children defined as regular and routine contact that is integral to a person’s volunteer responsibilities.
- Defines “immediate vicinity” as an area in which an individual is physically present with a child and can see, hear, direct, and assess the activities of the child.
- Waives the fees for child abuse clearances and state criminal background checks for volunteers and permits these free certificates to be provided only once every 57 months.
- Adds a presumption of good faith, stating that an employer or individual responsible for selecting volunteers is presumed to act in good faith when identifying which volunteers must submit certifications and in maintaining records.
- Beginning Aug 25, 2015, volunteers must obtain renewed certifications every 60 months. If the current certifications are more than 60 months, the volunteer has until Aug. 25, 2016 to obtain renewed certifications. If the volunteer has never had certifications, the individual must obtain the certification by July 1, 2016.

In Chartiers Valley School District, unpaid, adult chaperones for overnight district-sponsored events and volunteers who are responsible for the welfare of a child(ren) and with “direct volunteer contact” — meaning that they are responsible for the care, supervision, guidance or control of children AND have routine interaction with children — must have the following:

1. Pennsylvania Department of Welfare Child Abuse History Clearance
2. Pennsylvania State Police Criminal Record Check
3. FBI Criminal Background Check OR Disclosure Statement for Pennsylvania residents of 10 or more consecutive years. Volunteers who have been a resident of Pennsylvania during the entirety of the previous ten-year period may submit a disclosure statement (see pages 12 & 13) instead of the FBI clearance. The disclosure statement is free.

*NOTE: Whether your volunteer assignment requires certifications or not, Chartiers Valley School District requires that you review this Handbook then complete and sign the Volunteer Application form on page 10 and Volunteer Agreement form on page 11.*

Bring your completed Volunteer Application form and Agreement form with proof of any necessary clearances to the main office of your child’s school.

Our office staff will make copies of your documents and give the originals back to you. Your clearances will be reviewed and entered into our Infinite Campus system, where a record will be

maintained until they expire (60 months from the issue date). You will be notified only if there is a problem with your clearances. Note: You only have to turn your clearances in at one school, even if you plan to volunteer in more than one building.

## **PENNSYLVANIA ACT 126**

During the summer of 2015, the State also provided clarification on the Child Protective Services Laws. Pennsylvania Act 126 states those volunteers who need the Pennsylvania Department of Welfare Child Abuse History Clearance, the PA State Police Criminal Record Check and the FBI Criminal Background Check, will ALSO be required to have Mandated Reporter Training. The Act defines a Mandated Reporter as a person who is required by law to report suspected child abuse.

Mandated Reporter Training is a three (3) hour training that can be obtained online. Volunteers may take the online training through the University of Pittsburgh or the Pennsylvania Family Support Alliance.

### **1. University of Pittsburgh**

- The University of Pittsburgh offers a free online training.
- The training is self-guided. You may pause at designated times throughout the training.
- This is geared more toward social workers, but has been approved by PDE and the PFSA (PA Family Support Alliance).
- At the end of this training, a certificate is issued and MUST be printed out by the volunteer so it can be added to their clearance/certification file.
- Access the training here: <http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research-programs/act-31-line-training>

### **2. Pennsylvania Family Support Alliance**

- Pennsylvania Family Support Alliance offers a three hour online training for a fee of \$30.
- The training is self-guided. You may pause at any time and resume at a later date/time. The system will save your progress.
- At the end of this training, a certificate is issued and MUST be printed out by the volunteer so it can be added to their clearance/certification file.
- Access the training here: <https://www.pa-fsa.org/Mandated-Reporters/Mandated-Reporters-Training/On-Demand-Online-Training>

# POLICY & PROCEDURE FOR ALL VOLUNTEERS

## CONDUCT

### Cell Phones

The use of cell phones while volunteering is not prohibited. However, we ask that you refrain from use unless there is an emergency or urgent situation that needs your immediate attention. If you must take a call while volunteering, please try to find a location, such as the main office, where you will not disrupt learning.

### Dress Code

Although there is no official dress code for volunteers, please use discretion and good taste. Remember, volunteers set an example for the students.

### Etiquette

Please refrain from the use of any inappropriate language while you are at school. Remember you are setting an example for the children in our schools. In addition, remember to always treat other adults as well as students with respect. Likewise, you should expect teachers and students to treat you with the respect you deserve. If you believe you have not been treated with respect while volunteering, please let the teacher or the principal know.

### Discipline

It is the role of the teacher or the principal to administer discipline. If you witness a situation where you believe discipline is needed, please report it to the classroom teacher or the principal and he or she will handle it. Volunteers should never discipline students.

## CONFIDENTIALITY

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. **Volunteers must be especially careful to honor confidentiality.** Breaching confidentiality can be hurtful to children, their families and the staff.

Volunteers should **never post anything** from their volunteer assignment on social media or any other website. This includes photos and videos taken while volunteering as well as written commentary that references anything that happened while you were volunteering.

To help, here are some sample issues that could arise:

**“Wasn’t it cute when John ...”** No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom. In addition, it is never okay to post that adorable photo of John on your personal Facebook page (or any other website for that matter).

**When parents ask you questions ...** Many parents are tempted to ask you about how their children behave in school. This is especially likely if you are friends outside of school. It is not acceptable to put volunteers in this awkward position. If parents do have concerns, encourage

them to talk to the classroom teacher.

**When you see or overhear something ...** As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the cafeteria) stays at school.

**When a student tells you about their family, pet, vacation, etc. ...** As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

**When you have a concern ...** If a student tells you something that causes you concern or if you observe something that troubles you, tell the classroom teacher or inform the principal.

### **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 nurse's office.

### **COMPLAINTS**

Any person believing that a volunteer should not be allowed to continue volunteering within the district must submit a written and signed complaint to the building principal. The principal must inform the superintendent of all such complaints that are received. Then the principal will investigate the complaint and make a report of his/her findings to the superintendent. All complaints and investigation reports will be kept confidential. The final recommendation will be made by the superintendent.

### **DRUG/SUBSTANCE ABUSE POLICY**

It is our goal that Chartiers Valley School District will be free of drugs and alcohol and will offer a disciplined environment conducive to learning. No person may possess, use, produce, sell, distribute, or aid in the distribution of alcohol, narcotics, drugs, or distribute paraphernalia for the purpose of drug use at any time in a school building, on school property/grounds, in a school sponsored vehicle or at a school sponsored event (at other sites). For complete information on this policy, please refer to school board policy **#227 Drugs and Alcohol** on the district's website. Visit [www.cvsd.net](http://www.cvsd.net) and select *ABOUT CVSD* then *District Policies*.

### **SMOKING AND TOBACCO POLICY**

The Chartiers Valley School District policy forbids all individuals from using and possessing cigarettes and other tobacco/nicotine related products such as chewing tobacco, snuff, hookah pipes and E-cigarettes on school grounds or buses at any time. For more information, please

refer to School Board Policy **#222 Tobacco**, which can be found on the district's website. Visit [www.cvsd.net](http://www.cvsd.net) and select *ABOUT CVSD* then *District Policies*.

### **FIRE AND EMERGENCY PROCEDURES**

Before you begin your volunteer assignment, please ask the classroom teacher or another staff member to review the emergency procedures for the building. Keep in mind our fire and emergency procedures vary between buildings.

### **HARASSMENT POLICY**

The Chartiers Valley School District and Board of School Directors strive to provide a safe, positive learning environment for all students and staff. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. For additional information, please refer to school board policy **#248 Unlawful Harassment** on the district's website. Visit [www.cvsd.net](http://www.cvsd.net) and select *ABOUT CVSD* then *District Policies*.

### **INTERACTION WITH STUDENTS**

The following are guidelines for interacting with students:

- Avoid situations where you and a child are completely unobserved/unsupervised.
- Physical violence or actions (including rough grabbing and shaking) should never be used on a child. If a situation is escalated with a student, please notify the nearest teacher or principal to gain assistance.
- Do not assist with activities of a personal nature that children can do for themselves.
- Do not leave a child unsupervised.
- Do not initiate physical contact with a child.
- If a child seems distressed in any way or misinterprets something you have done, please report this to the teacher as soon as possible.

## **BASIC VOLUNTEER PROCEDURES**

- Be sure to sign in and out of the building each time you visit to volunteer.
- Always visibly wear a district-issued volunteer badge while in school.
- Be reliable. Call or email the building secretary ahead of time if you cannot fulfill your volunteer assignment. Contact information for each school can be found on page 1.
- Confidentiality is important. Remember that anything overheard concerning students or staff should never leave the building.
- We ask that only the approved volunteer reports to the volunteer assignment. Please do not bring others, including children, with you when you volunteer.
- Keep in mind that you are here to support teachers. 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'll be glad to help!

## **VOLUNTEERING WITH STUDENTS**

- A student's name is very important. Make every effort to remember the names of the students with whom you work.
- Be sure the students know your name – establish in the beginning how they are to address you. Check with the classroom teacher as to what is normally done in the school.
- Demonstrate your interest in the students by asking them about their activities.
- Help build students' self-confidence by pointing out the improvement you see in their work, manners, etc. Even when helping to correct a students' work or manner, try to start the conversation by discussing the positives.
- Discuss student behavior and/or progress only with the teacher or school administrator.
- Keep in mind that students will model the behaviors they see adults displaying – whether that adult is a staff member or a volunteer.
- Common sense and cool heads are always the best in any situation.
- In general, volunteers should never be alone with a student. The only exception to this rule is for volunteers who have obtained all clearances (Act 151, Act 34 and Act 114) and were approved as an “unsupervised” volunteer.

## **VOLUNTEER APPLICATION CHECKLIST**

Please ensure you have completed the necessary volunteer requirements. Bring all original documents to the main office of one of our schools a **minimum of one week** before you wish to volunteer at Chartiers Valley School District.

### **For those Volunteers Required to have Clearances/Certificates**

- Pennsylvania Department of Welfare Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- FBI Criminal Background Check OR Disclosure Statement for Pennsylvania residents of 10 or more consecutive years
- Completed and signed Volunteer Application form
- Signed Volunteer Agreement form
- Mandated Reporter Certification

### **For those Volunteers NOT Required to have Clearances/Certificates**

- Completed and signed Volunteer Application form
- Signed Volunteer Agreement form



## **VOLUNTEER APPLICATION FORM**

Complete this form and return it, along with copies of your clearances, to the main office at one of the schools where you intend to volunteer. If you volunteer at multiple schools, you only need to submit your form and copies of your clearances at one building.

### **Volunteer Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Where do you wish to volunteer? (Circle all that apply.)

Primary School

Intermediate School

Middle School

High School

### **Student Information**

Name of Student: \_\_\_\_\_

Student's grade: \_\_\_\_\_

Volunteer's relationship to student : \_\_\_\_\_

**VOLUNTEER AGREEMENT**

I agree to conduct myself in a professional manner while volunteering at Chartiers Valley.

I agree to promote the education and interests of the students and the reputation of the Chartiers Valley School District.

I agree not to disclose any confidential information or materials that I may have access to as a result of my volunteer assignment.

I have read and understand the above provisions and the policies outlined in the Volunteer Handbook.

I have watched and understand the information discussed in the Volunteer Video (<https://youtu.be/14a01SC4DFE>).

I have submitted copies of all required clearances, per Act 15 of 2015.

I agree to perform the duties assigned to me in accordance with the district policies and procedures as outlined in the Volunteer Handbook and Volunteer Video.

I understand that a disregard of these terms will result in termination of my volunteer status until further notice.

Processing your volunteer application may take time. Please complete the application form and deliver to the school where you plan to volunteer well in advance of your volunteer assignment. If you wait until the day of your assignment to submit your application form, we cannot guarantee it will be processed in time for you to fulfill your volunteer assignment.

*Your signature below indicates your agreement to the terms outlined above.*

Volunteer Name (print)\_\_\_\_\_ Date\_\_\_\_\_

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

*Office use only below this line*

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

Approved                       Denied

If denied, reason:\_\_\_\_\_

\_\_\_\_\_

**DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**  
**Required by the Child Protective Service Law**  
**23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)**

I swear/affirm that I am seeking a volunteer position at Chartiers Valley School District and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes 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 (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)
- Section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) (d) (relating to obscene and other sexual material and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of

offenses similar in nature to those crimes 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.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

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