

Central York School District

Volunteer Manual



The Central York School District is committed to providing educational opportunities through which **ALL** learners strive to achieve their full potential.

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Getting Started

Thank you for your interest in volunteering at the Central York School District. As a part of our ongoing efforts to ensure student safety, all volunteers are required to complete a Volunteer Registration Form, a PDE-6004 Form (Act 24 of 2011), a Child Abuse Background Check, and a Pennsylvania Criminal Background Check. For anyone who has not lived in Pennsylvania for the last ten (10) consecutive years as an adult or has not received an FBI clearance at any time since establishing residency in PA, you will be required to complete an FBI Federal Criminal History Clearance as well. Copies of all clearances and completed volunteer forms will be maintained at the Educational Service Center as confidential documents.

Volunteers are mandated reporters within the meaning of the Child Protective Services Law; all volunteers are required by law to immediately report instances of suspected child abuse. Volunteers may choose to complete an online training (found at: https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=491). After completing the online training you will get a certificate of completion to print out and bring in along with your volunteer registration form and clearances.

Volunteers are those who offer assistance or a service to the school district without receiving compensation and have direct contact with students. Direct contact with children is defined per the law as: "The care, supervision, guidance or control of children and routine interaction with children." The term "Routine interaction" is defined as "regular and repeated contact that is integral to a person's volunteer responsibilities." The District makes the distinction between a volunteer and visitor on a case-by-case basis.

School Board Policy 916 defines expectations and guidelines for volunteers. Please review and familiarize yourself with those guidelines as well as the information contained in this manual. Failure to follow volunteer expectations and guidelines will result in termination from volunteer service.

Anyone without the approved, required paperwork on file will NOT be permitted to volunteer.

Location of Central York School District Facilities

Education Service Center

775 Marion Rd.

York, PA 17406

717-846-6789

Central York High School

601 Mundis Mill Rd.

York, PA 17406

Central York Middle School

1950 North Hills Rd.

York, PA 17406

Sinking Springs Elementary School

2850 Susquehanna Trail

York, PA 17406

North Hills Elementary School

1330 North Hills Rd.

York, PA 17406

Roundtown Elementary School

570 Church Rd.

York, PA 17406

Hayshire Elementary School

2801 Hayshire Dr.

York, PA 17406

Stony Brook Elementary School

250 Silver Spur Dr.

York, PA 17402

Directions to each of the buildings can be found on the District website (www.cysd.k12.pa.us).

Office hours and a calendar of events for each building can be found on the District website (www.cysd.k12.pa.us).

Accident Reports

Any accident involving a student, employee or volunteer that occurs on school property must be reported to the school office. School office staff will provide appropriate accident report forms, which should be completed and returned to the office staff. Such forms are needed for the prevention of future accidents.

Complaints

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

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.

No matter how cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. Similarly, as a volunteer you may hear things from staff or students, which they would not want you have repeated outside the school. Generally speaking, what happens in school should stay in school.

Parents may be tempted to ask you about how their children behave in school, especially if you are friends outside of school. It is not acceptable to put volunteers in this awkward position. If parents have concerns, encourage them to talk to the teacher or the principal.

If a student tells you something that causes you concern or if you observe something that troubles you, tell the classroom teacher or the principal right away.

As a volunteer, you may also come into contact with student records, including educational, health and disciplinary records. Volunteers are not permitted to copy or remove student records from the building. Any information that you read or observe in a student record must be kept confidential and not disclosed to anyone outside the school.

Dress Code

Although there is no official dress code for volunteers, please use discretion and good taste. Remember, a school is a professional environment and as a volunteer you set an example for the students.

Drug/Substance Abuse Policy

It is the intent of the Board of Directors of Central York School District to make a good faith effort to maintain an alcohol and drug-free school environment. See Board Policy 351 for more information. The following policy applies to all employees and volunteers of Central York School District, whether full-time or part-time, during normal working hours and during official work assignments by the Central York School District. The policy applies whether or not the assigned work is carried out in areas under direct operational control of the School District.

It is the policy of Central York School District that manufacturing, dispensing, distribution, possession or use of alcohol or a controlled substance is prohibited in any workplace under operational control of the District, or at any time while working/volunteering for the Central York School District, even if between locations. It is also the policy of the Central York School District that performance of work assignments while under the influence of alcohol or a controlled substance is prohibited. Nothing in this policy should be construed as applying to prescribed medications.

Volunteers who violate the drug and alcohol policy will be terminated from volunteer service.

Definition: Controlled substance means a controlled substance in schedule I through V of section 202 of the Controlled Substance Act (21 U.S.S. 812), and further defined by regulations at 21 CFR 1300.11 through 1300.15.

Fire and Emergency Procedures

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

1. If the fire is of a controllable nature (wastebasket or something that is very small in nature), use accessible means to douse it, (water, fire extinguisher, etc.), THEN notify the office and evacuate the area as a precaution.
2. If the fire is of major proportions, ring the emergency fire bell located nearest you.
 - a. Follow the direction of the staff liaison concerning fire drill evacuation rules and procedures.
 - b. Individuals with limited mobility (crutches, wheel chairs, etc.) are to be provided individual attention. If necessary, they are to be carried from the building. Ask for additional help if needed.
 - c. Building re-entry: Everyone must remain outside the building until notified by the authorities to re-enter.

In case of threat or other emergency: In the event of other emergencies, the District has established procedures to be followed by personnel. When a building evacuation is warranted, fire drill procedures should be followed.

General information: All school personnel must know the location of fire extinguishers and alarm boxes within the school building.

Harassment Policy

The Central York School District is committed to providing a safe, positive environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. See Board Policy 348 for more information. Offensive or harassing behavior will not be tolerated against any person. This policy covers all District students, staff members, contracted individuals, vendors and volunteers in the schools.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee and volunteer by publication of handbooks, orientation/training sessions and/or posting of notices/signs. No employee or volunteer of the School District is exempt from this policy.

Offensive conduct or harassment may include, but is not limited to:

- Offensive physical action, written or spoken language and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands or pressure for sexual favors.
- Slurs, jokes, posters, cartoons and gestures that are offensive.
- Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:
 - There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
 - Such conduct has the effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interferes with a person's work performance.
 - A third party is offended by the sexual conduct or communications of others.

Harassment is considered a form of employee/volunteer misconduct. Volunteers who engage in harassment will be terminated from volunteer service. Administrators or supervisory personnel are responsible for taking proper action to end such behavior. Any administrator, manager, or supervisor who has knowledge of such behavior, yet takes no action to end it, is also subject to disciplinary action.

Anyone who believes they have been harassed is encouraged to report promptly, orally and in writing, such incidents to the building principal. Complaints will be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Under no circumstances will an employee/volunteer be penalized for reporting what they believe to be harassment under this policy.

Interaction With Students

The following are guidelines for interacting with students:

- Avoid situations where you and a student are completely unobserved.
- Physical violence (including rough grabbing and shaking) should never be used on a student.
- Do not assist with a personal nature that students can do for themselves.
- Do not leave a student unsupervised.
- Do not initiate physical contact with a student.
- If a student seems distressed in any way or misunderstands/misinterprets something you have done, please report this to the teacher as soon as possible.
- You are not responsible for disciplining students; this is the job of the classroom teacher.

Smoking and Tobacco Policy

In order to protect students, staff and visitors from the safety and health hazards of smoking, and to promote a pleasant, smoke-free environment, the Board prohibits smoking by any person in school buildings, on school buses, and on school grounds, including personal vehicles on District property. This ban is in effect at all times and specifically includes the regular school program as well as co-curricular and community events held on school property.

Weather Emergency/School Closing

If you are scheduled to volunteer on a day that school is closed, delayed or dismissed early due to weather, contact the teacher and/or the school to reschedule your volunteer time accordingly.

Helpful How-Tos

Basic Volunteer Procedures

- Be sure to sign in and out of the building each time you visit to volunteer.
- Always wear your Volunteer Badge while volunteering.
- Be reliable. Call if you cannot keep a commitment to volunteer.
- Confidentiality is important. Remember that anything overheard concerning students or staff should never leave the building.
- Keep in mind that you are here to support teachers, not 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.

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 and listening.
- Help build students' self-confidence by pointing out the improvement you see in their work, manner, 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.
- 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 the adult is a staff person or a volunteer.
- Common sense and cool heads are always the best in any situation.

Preparing Your Packet Guidelines

1. Obtain a Volunteer Registration Packet and Volunteer Manual from the District website, one of the school buildings or the ESC.
2. Complete the required clearances as directed in the Volunteer Registration Packet.
3. Complete the PDE-6004 Form as directed in the Volunteer Registration Packet.
4. Complete the Volunteer Registration Form as directed in the Volunteer Registration Packet.
5. Read the Volunteer Manual.
6. Bring the completed Volunteer Registration Form, the completed PDE-6004 Form, all original clearances, and a valid state photo ID or driver's license to the ESC (775 Marion Rd. York, PA 17406).
7. Once approved you will receive a welcome letter and your Volunteer Badge. Once you receive these items you are able to begin volunteering.