

# **Derry Township School District**



## **Volunteer Manual**



# Derry Township School District

Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033  
Phone (717) 534-2501 • Fax (717) 533-4357 • [www.hershey.k12.pa.us](http://www.hershey.k12.pa.us)

Dear DTSD Volunteer,

Welcome to our schools and thank you for volunteering your services to the students and staff of Derry Township School District.

Research clearly indicates children whose parents are involved in their school activities achieve at higher levels. In fact, our entire school community greatly benefits from parents sharing their time and talents. A core belief within our district's strategic plan is effective collaboration among home, community, and school is essential to cultivate and extraordinary learning environment. Your service as a volunteer is embodies that conviction.

The continued safety of our students is a top priority and in compliance with recent legislative changes (Act 44, 45 and 153 of 2014) we have updated our school board policies. These changes have a direct impact on our valued volunteers and we want to be sure you are aware of them.

- Most notably: Pennsylvania law now includes more stringent requirements for checking the background of those in contact with students; these provisions apply to employees and volunteers. Effective July 25, 2015. Derry Township School District volunteers must provide updated certifications every 60 months (5 years).
- In addition, state law now includes volunteers as among those who are deemed “mandated reporters” of child abuse and neglect. Mandated reporters must undergo training approved by the Pennsylvania Department of Education and provide proof of successful completion of that training every 60 months (5 years).
- Finally, volunteers are required to have a Tuberculosis (TB) test and provide a copy of the official results to the school district before working with students.

In summary: serving as a school volunteer now requires you to give more than just your time helping in class and more than ever we appreciate those who are willing to volunteer. Thank you for your interest and involvement and we look forward to working with you as we collectively strive to reach our goal of Every Child, Every Day.

Sincerely,

Dr. Stacy Winslow  
Superintendent

## Welcome to our Schools

Parents and community members are encouraged to participate in the education of our children by sharing their time and talents in the classroom. It is a proven fact that volunteering greatly benefits our children and your presence at school sends a message that you care about education.

This manual contains basic guidelines and information that you will need to know when volunteering. Please read the information carefully.

## Definitions

**Volunteer** - one who voluntarily offers a service to the School District, without compensation, on one occasion, from time to time, or ongoing (such as a room parent). Volunteerism also includes chaperoning on a trip when students leave the campus (including walking field trips) and/or stay overnight at a hotel, motel, school, or other arrangements approved by the School District. Volunteers/Chaperones who offer their home to students who are visiting our community through such events as District band, state band or foreign exchange are covered under the Volunteer Policy # 916.

**Visitor** – one who enters the school for a specific purpose such as a conference with a teacher/administrator or to attend an assembly/presentation. A visitor does not provide ongoing service to the school District or interact one on one with the children. A visitor does not act in a caretaking role with the children and is not left in the company of the children without approved supervision. In addition, a visitor may or may not be compensated for their services to the District as with an assembly or presentation. A visitor is **not** considered to be a volunteer with the District.

## Confidentiality

It is the practice of the Derry Township School District to provide our employees or students with a level of privacy and confidentiality with any information concerning any of our employees or students.

In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, their families and/or personal business. This information must not be discussed. Additionally, confidential information may not be discussed in any form of social media.

Volunteers must submit the following forms:

- ☐ Volunteer Registration Form
- ☐ Pennsylvania Child Abuse History Certifications
- ☐ Pennsylvania State Police Criminal Record Check
- ☐ FBI Federal Criminal History Check
- ☐ Mandated Reporter Training Certification
- ☐ Tuberculosis Screening

# DERRY TOWNSHIP SCHOOL DISTRICT

## CERTIFICATION DIRECTIONS



The **Child Abuse History Certification** can be completed either online or by mail.

- As of Dec. 31, 2014, requests for clearance statements (now called “certifications”) may be made free of charge online at <https://www.compass.state.pa.us/CWIS>. The first thing you will do is to create a sign-on (Keystone ID). You will be asked for your Keystone ID #, this is a number that you created for yourself.
- The mail-in form must be completed and mailed to the Department of Public Welfare. Click below to download the Child Abuse History Certification [http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)  
Check the box marked “Volunteer” as the reason for the request. Do not send cash or a personal check. This clearance takes approximately 5 – 10 weeks and the results are mailed to your home.
- If you have your Child Abuse History Certification from another organization that was obtained less than one year from the current date, you may submit this document in lieu of completing a new application (provided the reason for the request indicated “School Employee or Volunteer”).
- In addition, the Child Abuse History Certification is only valid for five years (60 months) from the date issued. In order to continue to volunteer in the District, you must renew your Child Abuse History Certification every five years from the date of issue.
- For questions related to the Pennsylvania Child Abuse History Certification, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

The **Pennsylvania Criminal Record Check** can be done either online or by mail. The online results are available almost immediately, while if you choose to mail the form, it could take up to 8 weeks for the results to be returned to you.

- To complete the process online, go to <https://epatch.state.pa.us> and click on “Submit a New Record Check” and follow the instructions. Please select “Volunteer” as the Reason for Request. At the end of the process, you will need to print the certification form. *If you do not print or save the certification form the state will require you to submit a new request and charge you an additional processing fee of \$22.00.*
- If you choose the mail-in process, click on the Criminal Background Check link below and print out the form. You must submit the completed form to the Commonwealth of Pennsylvania and the results will be mailed to your home. <https://www.psp.pa.gov/pages/request-a-criminal-history-record.aspx>
- If you have your Pennsylvania Criminal Record Check from another organization that was obtained less than one year from the current date, you may submit this document in lieu of completing a new application (provided the reason for the request indicated “Education or Volunteer”).
- In addition, the Pennsylvania Criminal Record Check is only valid for five years (60 months) from the date issued. In order to continue to volunteer in the District, you must renew your Pennsylvania Criminal Record Check every five years from the date of issue.
- If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

## The FBI Federal Criminal History Record (Act 114)

This certification requires individuals to have their fingerprints taken digitally at a registered fingerprinting site. However, before your fingerprints can be taken you must first register for the process. This can be done by registering online at the Identogo Site or by phone at 1-844-321-2101 (Monday - Friday, 8:00 AM –6:00 PM). There is a \$23.25 fee associated with this certification. Payment must be made on site at the fingerprint location with a credit card, money order or cashier's checks payable to MorphoTrust.

### Online Directions

Pennsylvania Identogo Website: <https://uenroll.identogo.com>

- Enter the Service Code: **1KG6ZJ**
- Click the "Schedule or Manage Appointment"
- Complete the required fields with your personal information as requested and then click "Next"
- Complete the required fields with your agency identifiers/security questions as requested and then click "Next"
- Complete the required fields with your citizenship information as requested and then click "Next"
- Complete the required questions as requested and then click "Next"
- Complete the required fields with your personal information as requested and then click "Next"
- Complete the required fields with your mailing address information as requested and then click "Next"
- Select the required documents to bring to your enrollment and then click "Next"
- Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment.
- Select a location, click 'Next' to continue or 'Cancel' to exit.
- Select a preferred date and time for your appointment at the specified location then click 'Submit' to confirm or 'Cancel' to exit.
  - If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.
- Click on the Print Status Icon on the upper right portion of the screen
- Print your service summary information

Once you have registered, proceed to an approved fingerprinting site to be digitally fingerprinted. Please remember to take the service summary information with you to the fingerprint location.

After having your fingerprints taken at an approved Identogo site please provide the Human Resources Office your **UEID** number so they can retrieve your results. Results are typically available within 5-7 business days.

If you have your FBI Federal Criminal History Record from another organization that was obtained less than one year from the current date, you may submit this document in lieu of completing a new application (provided the reason for the request was submitted through PDE and not a different agency).

In addition, the FBI Federal Criminal History Record is only valid for five years (60 months) from the date issued. In order to continue your employment in the District, you must renew your FBI Federal Criminal History Record check every five years from the date of issue.

### Fingerprint Locations

**Identogo**  
10 S Market Street  
Elizabethtown, PA 17022-2307

**Identogo**  
1251 East Chocolate Ave  
Hershey, PA 17033-1254

**Identogo**  
615 Cumberland Street  
Lebanon, PA 17042-5233

**Identogo**  
300 East 7<sup>th</sup> Street  
York, PA 17404-2105  
Revised: January 2023

**Identogo**  
550 South Reading Road  
Ephrata, PA 17522-1834

The **Mandated Reporter Training** certification can be completed online.

- To register for the free training online, go to the Pennsylvania Child Resource Center website and complete the New User Registration Information. Please select “No” when asked if you are licensed or applying for a license through of the following boards. After submitting your information, the Pennsylvania Child Resource Center will send you an email with your Username and Password.
- To complete the training go to: <https://www.reportabusepa.pitt.edu/> and follow the steps as indicated below:
  - Type in your username and password
  - Click “Login”
  - Click on the hyperlink under the “Your Courses Section”
    - rrca-2271: Recognizing and Reporting Child Abuse
  - Click on the Click Here button
  - Follow the directions to complete the course
  - Print your certificate of completion
  - Provide a copy of the certificate to the DTSD Human Resource Department
- The online training takes a minimum of three (3) hours to complete. It should be noted that individuals do not need to complete the training during one single period of time. Therefore, the system is designed to allow you the option of completing the training over multiple periods of time.

The **Tuberculosis (TB) Screening** should be completed by a medical provider of your choice.

- The cost for a TB screening typically ranges from \$10 - \$90 depending on the location and your individual health insurance plan.
- The screening needs to be administered within 3 months prior to the date the school receives the form.

Just as a reminder the required forms include:

- ☐ Volunteer Registration Form
- ☐ Pennsylvania Child Abuse History Certification
- ☐ Pennsylvania State Police Criminal Record Check
- ☐ FBI Federal Criminal History Check
- ☐ Mandated Reporter Training Certification
- ☐ Tuberculosis Screening

**Please submit all of the required documents to:**

Derry Township School District  
30 East Granada Avenue  
Hershey PA 17033  
Attention: Human Resources Specialist

## **Expectations**

The following expectations are required of volunteers

- Volunteers must be willing to work under the direction of the teacher or principal;
- Volunteers must be dependable;
- Volunteers must have a sincere desire to help and work with children;
- Volunteers must model professional behavior.

## **Volunteer Guidelines**

### Working as a volunteer

- Match your interests and time availability with school needs; consult the building office for more details regarding school needs, requirements and scheduling options;
- Know when and whom to contact if problems arise;
- If you cannot fulfill your commitment for any period of time, notify the office and the teacher so other plans can be made, if necessary;
- Follow district and school procedures for signing in/out wearing identification badges, using school materials, collecting money and maintaining health and security standards;
- Know emergency procedures for safety drills, fire, illness, etc.;
- Observe confidentiality regarding information, events and people you deal with while volunteering.

### Working with Staff

- Know your area of responsibility;
- Seek advice and direction from those directly in charge;
- Maintain a spirit of partnership and cooperation with all staff members;
- Share appropriate information and suggestions.

### Working with Students

- Always be consistent with the specific rules and practices encouraged by the teacher or supervisor;
- Maintain your position of responsibility and authority at all times;
- Learn names and procedures quickly;
- Be aware of and sensitive to individual student problems, deficiencies and special needs.

### General

- All volunteers must sign in and out at the main office and wear identification badge at all times;
- Cell phones should be turned off or set on silent/vibrate while in the building;
- Respect the teaching/learning time by not using your time at school for an informal parent-teacher conference;
- Be open and honest in your communication to staff and administration. If you feel a problem exists, help us to identify them by communicating with us. Please understand that there may be some issues we may not be able to discuss due to confidentiality issues;
- As a volunteer you are not expected to administer discipline to children. If a child is disruptive, seek assistance from the teacher or principal.

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# **DERRY TOWNSHIP SCHOOL DISTRICT**

## **FREQUENTLY ASKED QUESTIONS**

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### **Why does the Derry Township School District require certifications?**

Every day parents and guardians entrust the care of their students to the District and as part of that responsibility, the District wants to ensure that it is doing everything it can to keep students safe.

### **What clearances/certifications do volunteers need?**

Volunteers are required to submit the following certifications:

- Pennsylvania Child Abuse History Certification (Every 5 years)
- Pennsylvania State Police Criminal Record Check (Every 5 years)
- FBI Federal Criminal History Check (Every 5 years)
- Mandated Reporter Training Certification (Every 5 Years)

### **Why do volunteers need all these clearances/certifications?**

The District requires all three certifications because each represents a unique database of records. The PA child abuse and criminal records are maintained in two different state databases, while the FBI checks criminal history through a national database of criminal records. The mandated reporter training certification is required because the law defines volunteers as mandated reporters.

### **Why do volunteers need a TB Test?**

Section 1418 of the Pennsylvania School Code states, "Each teacher, any other school employee and any person providing services for school children under contract shall be given tests for tuberculosis in accordance with rules and regulations adopted by the Advisory Health Board. Each student teacher and volunteer participating in student activities shall be given the same tests for tuberculosis, but no person shall be required to submit to a particular test if he shall furnish a statement setting forth adequate reasons for being excused from taking the test. In such case, an alternative method of testing shall be administered.

### **What should I do once I receive my certifications?**

Originals of the PA Child Abuse and Criminal Record certifications will be mailed to the applicant's home address or sent electronically if submitted online. Those originals must be presented to the District's Human Resource Specialist. A copy of each background check will be made from the original and kept on file in the District office.

Applicants should provide to the Human Resource Specialist their UEID Number that they received when they registered online for the FBI fingerprint clearance. The Human Resources Specialist will then review applicant's report online.

Applicants should provide a copy of their mandated reporter training certificate to the Human Resources Specialist.

### **How often do I need to update my certifications?**

Volunteers are required to update their certifications as indicated below.

- Pennsylvania Child Abuse History Certifications (Every 5 years)
- Pennsylvania State Police Criminal Record Check (Every 5 years)
- FBI Federal Criminal History Check (Every 5 years)
- Mandated Reporter Training Certification (Every 5 Years)



**Is there any other screening necessary for school volunteers?**

Yes, a TB test must be administered within 3 months of registering to volunteer. A copy of the TB test results will be made from the original and kept on file in the District Office.

**Other school districts don't require parents to jump through all these hoops. Why does Derry Township School District require all of these documents?**

The Derry Township Board of School Directors based on the recommendations of the policy committee and the administration, decided to take a conservative approach, believing it to be better to err on the side of safety.

Unfortunately, it's a sign of the times we live in. It should be noted that many other school districts in the area also require volunteers to get the three background certifications.

**Who pays for the certifications?**

It is the responsibility of the volunteer to pay for his/her certifications.

**How much does it cost to become a volunteer?**

It depends. The costs for the three background checks totals \$23.85. This includes the Pennsylvania Child Abuse History Certifications, the Pennsylvania State Police Criminal Record Check, and the FBI Federal Criminal History Check. The Tuberculosis screening can range between \$10 - \$90 depending on the location and your individual health insurance coverage. There is no cost for the online mandated reporter training. With that being said, the costs to become a volunteer could be as low as \$23.85. However, depending on the cost for the TB the costs could exceed \$100.

**What if I cannot afford the certifications fees?**

In the event financial hardship may deter you from volunteering when certifications are required, please contact the Assistant to the Superintendent for Personnel and Student Services, (717) 534-2501 ext. 3201, for financial assistance. All information regarding your request will be kept confidential.

**How much time will it take to receive my certifications?**

It depends. Volunteers that submit the applications online have received all of their certification information back in a little as five days. However, we generally advise individuals to allow at least two weeks if they are submitting their forms online. Volunteers submitting forms via standard mail can expect to wait between four to six weeks before receiving all of their certifications.

**Who should I contact if I am having trouble completing the applications.**

Human Resources Specialist at 717-534-2501 ext. 3290

Assistant to the Superintendent for Personnel and Student Services at 717-534-2501 ext. 3201

**Do I need to submit the paperwork or certifications if I want to assist with PTO-sponsored events that are held outside of the school day (e.g. Festivals, ice cream socials, etc.)?**

Volunteers do not need to provide the paperwork or certifications to assist with PTO events outside the school day, as these are not school-sponsored events.

## **District Policies Concerning Volunteers**

### **General**

- 1) District Office Administration in collaboration with building principals shall approve volunteers. A record of the Volunteer's name, the Volunteer Registration Form, and copies of the clearances and TB screening shall be maintained in the District Administration Office files as long as the volunteer is active.
- 2) Volunteers shall be required to have a PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION form (CY113) and PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK form (SP4-164), FBI FEDERAL CRIMINAL HISTORY CHECK and proof of MANDATED REPORTER TRAINING on file in the District Office prior to the commencement of any volunteer service.
- 3) In addition, volunteers must undergo a tuberculosis screening in accordance with the regulations of the Advisory Health Board BEFORE being approved to volunteer, per Section 1418 of the School Code.
- 4) Volunteers must submit the Volunteer Registration Form, and Certifications, every five years (60 months), and proof of mandated reporter training every five years in order to remain active and approved. Volunteers will not be approved and may not volunteer until this application process is complete.
- 5) If, under the pertinent laws or regulations, an applicant's criminal history/child abuse report would preclude him/her from being hired as an employee, that person will not be approved to volunteer.
- 6) 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.
- 7) 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.
- 8) The building administrator or designated school official shall assume general authority and responsibility over all volunteers serving at that site.
- 9) Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages from the District.
- 10) Volunteers are not permitted to transport students in their personal vehicles unless given prior approval from the Superintendent of Schools.

- 11) 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.

### **Registration Procedures**

All volunteers may access the District's Volunteer Manual on the Derry Township School District website. Applications for Volunteerism, Certifications, and Proof of TB test screening will be submitted to the District Administration Office.

PTO Committee Chairs will submit the list of volunteers for each committee directly to the building principal.

Volunteers must be eighteen (18) years of age and shall meet all standards that may be established by federal, state, or local government, or by the board or administration. 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.

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### **Other Pertinent Policies and Information**

PLEASE NOTE: All Derry Township School District Policies can be found on the District website at [www.hershey.k12.pa.us](http://www.hershey.k12.pa.us). Click on "Our District," click on "Board of School Directors" on the drop down menu, click on "School Board Policies."

### **Accident Reports**

Any accident involving a student, employee, or volunteer that occurs on school property must be reported to the school nurse and the school administrator using the appropriate District accident report forms. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues. After review by the administration, two additional copies will be made and forwarded to the District Office. Accident report forms can be secured from the school nurse and/or building secretary.

## **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. Any information overheard concerning students or staff should never be shared by any means (verbal, written, electronic, etc.). If you are concerned about something you overheard, please discuss it with an appropriate school official (i.e.: teacher, principal, school counselor).

## **DRUG/SUBSTANCE ABUSE POLICY**

It is the intent of the Board of School Directors of the Derry Township School District to make a good faith effort to maintain an alcohol and drug-free school environment. The following policy applies to all employees/volunteers of the Derry Township School District, whether part-time or full-time, during normal working hours and during all other official work assignments by the Derry Township 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 the Derry Township School District that the manufacturing, dispensing, distribution, possession or use of alcohol or a controlled substance is prohibited in any workplace under operational contract of the District, or at any time while working/volunteering for the Derry Township School District, even if between locations. It is also the policy of the Derry Township 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 doctor prescribed medications.

Act 191 of the Pennsylvania Legislature of 1988 24 P.S. 5-527 requires that any employee of the Derry Township 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.

**Definition:** *“Controlled Substance” means a controlled substance in schedule I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) , and as further defined by regulations at 21 CFR 1300.11 through 1300.13.*

## **FUNDRAISING**

The principal must approve the sale of all items to students as well as all other fundraising activities undertaken by volunteers associated with his/her building.

The School District is liable for the payment of state sales tax for sales of any items that are taxable under state law. The

School District has two options: (1) pay sales tax to the vendor upon purchase of items that are to be resold and are subject to sales tax (*this is the preferred and easiest method*) or (2) collect the sales tax upon resale of the item and notify the business office of the amount of sales tax collected. A check made payable to the School District in the amount of the sales tax collected must be forwarded to the business office. The business office will then remit the required amount to the state. This applies to fundraising activity executed by the School District or by one of the activity groups or clubs operating within the School District's activity fund accounts. **PTO and Booster organizations may not use the School District sales tax exemption form for any purpose, including fundraising purchases.**

## **HARASSMENT POLICY**

The Derry Township 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. Offensive or harassing behavior will not be tolerated against anyone. 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 in handbooks, orientation/training sessions and/or posting of District policies. 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. Disciplinary action, up to and including termination, will be taken against any employee/volunteer engaging in this type of behavior. 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 designated administrators. 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.

## **INCIDENT RESPONSE PROCEDURES**

### ***General Information***

All school personnel must know the location of the District Incident Response Plan, fire extinguishers, and fire alarm boxes within the school building.

### ***In case of fire***

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

- 1) Intervention should occur when smoke or fire is detected or when a fire alarm is sounded
- 2) If fire is observed, pull fire alarm
- 3) Notify building administrator or designee of the concern via the emergency call system
- 4) Evacuate and secure the area (Follow the direction of the staff liaison concerning fire drill evacuation rules and procedures)
- 5) Assist anyone who may be injured by the fire or individuals with limited mobility (crutches, wheel chairs, etc.)
- 6) Attempt to contain and control the fire with a fire extinguisher, if possible
- 7) 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 certain procedures to be followed by the administrative and office staff. These procedures can be found in the District Incident Response Plan. When a building evacuation is warranted, fire drill procedures should be followed.

## **TOBACCO POLICY**

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

## **USE OF SCHOOL NAME**

The name of the Derry Township School District, any of its schools, any school groups, or any employees in their school-related capacity may not be used by an outsider, organization, or individual for the solicitation of advertising or any other consideration for merchants or residents of the Derry Township School District without prior approval by the Superintendent of Schools and the Board of School Directors.

## **USE OF FACILITY**

Because of increased use of school facilities, both during and after the school day, planning is important. All tentative dates for activities and special programs must be cleared with the principal and placed on the school calendar prior to organizing the activity. If an after-school activity is planned, the advisor/sponsor must submit a "Request for the Use of School Facilities" at least one month before the event. Appropriate chaperones and personnel must be available to attend the event before approval will be given. All chaperones must be approved volunteers.

Most buildings are open on a daily basis from 7:00 a.m. to 4:00 PM. Staff members or volunteers who need access to the building beyond those hours should make arrangements through the office. A staff member must be present during any after-hours function.



# HELPFUL HOW-TOs

A few pointers to enhance your volunteer experience

## Volunteer Procedures

- Be sure to sign **in and out** each time you visit the school to volunteer.
- **ALWAYS** wear the ID badge while in the school or while volunteering.
- Be reliable. Call if you cannot participate at your scheduled volunteer date/time.
- **Confidentiality is highly important!**  
Remember that anything overheard concerning students or staff should never be shared by any means (verbal, written, electronic, etc.). If you are concerned about something you overheard, please discuss it with an appropriate school official (i.e.: teacher, principal, school counselor).
- 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 appreciate your assistance and will 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 are working.
- 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.)
- Demonstrate your interest in the students by asking them about their activities and listening to their response.
- Help build students' self-confidence by pointing out 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 that adult is a staff person or a volunteer.
- Common sense and cool heads are always the best in any situation

## VOLUNTEER AGREEMENT

- I understand that I must submit all required forms, screenings, and clearances prior to be approved to volunteer. I also understand that these forms are only valid for five years (60 months) from the date issued.
- I agree to perform the duties assigned to me in accordance with District policies, procedures as outlined in this volunteer manual, and as presented by the school officials.
- I agree to conduct myself in a professional manner, to promote the education and positive interests of the students as well as the reputation of the Derry Township 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 as outlined in this manual.
- I understand a disregard of these terms could result in termination of my volunteer assignment.

*Completing, signing, and submitting the Volunteer Registration Form indicates agreement with these terms.*

# DERRY TOWNSHIP SCHOOL DISTRICT

## VOLUNTEER REGISTRATION FORM



### VOLUNTEER CONTACT INFORMATION

Name: \_\_\_\_\_ Home Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Number: \_\_\_\_\_  
City: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

*In what building(s)/area(s) do you plan to volunteer?*

- ☐ Early Childhood Center  
☐ Primary / Intermediate Elementary School  
☐ Middle School  
☐ High School  
☐ Athletics  
☐ Other (please list): \_\_\_\_\_

### CERTIFICATION INFORMATION

*Have you obtained the following?*

Yes	No	Certification	Issued Date
<input type="checkbox"/>	<input type="checkbox"/>	Act 34 - Pennsylvania State Police Criminal Record Check	_____
<input type="checkbox"/>	<input type="checkbox"/>	Act 151- Pennsylvania Child Abuse History Certification	_____
<input type="checkbox"/>	<input type="checkbox"/>	Act 114 - FBI Federal Criminal History Record Check	_____
<input type="checkbox"/>	<input type="checkbox"/>	Act 126 - Mandated Reporter Training Certification	_____
<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis Screening	_____

Your signature indicates that you have received and read this manual and agree to comply with all district policies and volunteer procedures.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION FOR THE VOLUNTEER

Emergency Contact: _____	Alternative Emergency Contact: _____
Relationship: _____	Relationship: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____

Special Health Problems/Allergies/or medications we should know about: \_\_\_\_\_

Physician Preference: \_\_\_\_\_

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

Hospital Preference: \_\_\_\_\_

*In the event that I need emergency treatment requiring ambulance service and/or medical care you have my permission to seek help as listed above or nearest MD/DO or hospital available. I will assume responsibility for fees incurred by such an emergency (via my medial insurance if applicable).*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Every Child, Every Day!

The Derry Township School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, religion, or disability in any of its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the American Disabilities Act.