

>>> **CENTRAL YORK
SCHOOL DISTRICT** <<<

VOLUNTEER HANDBOOK

PROUD TO BE A PANTHER



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:

YOUR INFORMATION <<<

Copies of all clearances and completed volunteer forms will be maintained at the Educational Service Center as confidential documents. Volunteers are responsible to maintain their original clearances.

- ✓ PA CHILD ABUSE HISTORY CLEARANCE (ACT 151)
- ✓ PA STATE POLICE CRIMINAL RECORD CHECK (ACT 34)
- ✓ VOLUNTEER VERIFICATION FORM (IF LIVED IN PA FOR 10 OR MORE YEARS) OR FBI BACKGROUND CHECK (IF LIVED IN PA FOR LESS THAN 10 YEARS)
- ✓ PDE-6004 ARREST/CONVICTION REPORT AND CERTIFICATION FORM (ACT 24)
- ✓ ONLINE VOLUNTEER APPLICATION
- ✓ TUBERCULOSIS EXAMINATION (IF VOLUNTEERING MORE THAN 10 HOURS PER WEEK)

VOLUNTEER GUIDELINES

>>> 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.

"I've learnt that you shouldn't go through life with a catcher's mitt on both hands. You need to be able to throw something back."



**-MAYA
ANGELOU**

*American Poet and
Civil Rights Activist
1928-2014*

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/>. Upon completion of the online training, you will get a certificate of completion that you can print out and submit to the Human Resources department.

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



A BRIEF SYNOPSIS OF DISTRICT POLICIES IMPACTING VOLUNTEERS

- Volunteers are required to follow all CPSL regulations in regard to clearances and reporting suspected child abuse.
- 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.
- The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. If there is any question about a volunteer's ability to work in a particular assignment, the building administrator has final say.
- Matters of confidential information or materials about students, staff, other volunteers, or school district business will be maintained as confidential. Volunteers must comply with Policy 216, Student Records, and protect the confidentiality of student records and information.
- Performance of volunteer assignments while under the influence of alcohol or a controlled substance is prohibited. This does not apply to doctor prescribed medications.
- Permission to conduct any type of fundraising activity must be secured from the district office before promotion of the activity.
- There can be NO collection of money in school or on school property or at any school-sponsored event by a student, volunteer, or staff member for personal benefit. Collection of money by approved school organizations (e.g., PTO, Student Council) may be permitted with the Superintendent's or designee prior approval only.
- Offensive or harassing behavior will not be tolerated against anyone. This policy covers all District students, staff members, contracted individuals, vendors, and school volunteers. No employee or volunteer of the School District is exempt from this policy.
- The Board prohibits tobacco, including vaping, by any person in school buildings, on school buses, and on school grounds. This ban is in effect at all times, including the regular school day and all co-curricular and community events held on school property.
- The name or logo of the Central York 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 District without prior approval by the Board of School Directors.

FOR MORE INFORMATION, PLEASE REFERENCE BOARD POLICY:

- [104 Discrimination/Title IX Sexual Harassment Affecting Staff](#)
- [113.4 Confidentiality of Special Education Student Information](#)
- [216 Student Records](#)
- [351 Drug and Substance Abuse](#)
- [806 Child Abuse](#)
- [824 Maintaining Professional Adult/Student Boundaries](#)
- [916 School Volunteers](#)

APPLYING TO VOLUNTEER

Obtaining Clearances

CRIMINAL HISTORY BACKGROUND CHECK CLEARANCE (ACT 34)

[EPATCH web site](#)

Completion online will give you immediate access to your clearance. Click "New Record Check (Volunteers Only)" and follow the instructions. After completing the application, click on Certification Form in the Record Check Details page to access a printable certificate. If you have questions about the Pennsylvania State Police Request for Criminal Record Checks Volunteer Form, please call: 1-888-783-7972.

CHILD ABUSE HISTORY CLEARANCE (ACT 151) -

[CHILD WELFARE web site/portal](#)

Completion will provide you online access to your clearance within 2 weeks and, in some cases, immediately. You will need to be prepared to supply information about all addresses you have lived and every person you have lived with since 1975. You will need to log in with your individual login if you already have one or create an individual account. The system will take you to a screen to create a Keystone ID for your new account. You will receive an email with a temporary password to access and change your account. **Please save his Keystone ID/password for future use- only you can access your account.** For application purposes, you will select "Volunteer Having Contact with Children." For questions about the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 1-877-371-5422.

FBI CRIMINAL BACKGROUND CHECK (ACT 114)

Only if you have lived in PA for fewer than 10 years

This screening includes fingerprints and a small fee. Preregistration should be completed online at <https://uenroll.identogo.com> (24 hours/day, 7 days/week) or by calling 1-844-321-2101 (Monday - Friday, 8 am - 6 pm) with the service code **1KG6ZJ**. Once registered, you can have your fingerprints taken at any of the locations listed on their site.

Payment may be made online at the time of registration using a debit or credit card. **NO CASH, PERSONAL CHECKS, and NO ELECTRONIC PAYMENTS** for background checks will be accepted at the fingerprint sites.

Continued on the next page...

**KEEP YOUR ORIGINAL
CLEARANCES IN A
SAFE PLACE AT HOME.**



SCAN TO APPLY



OR VISIT:

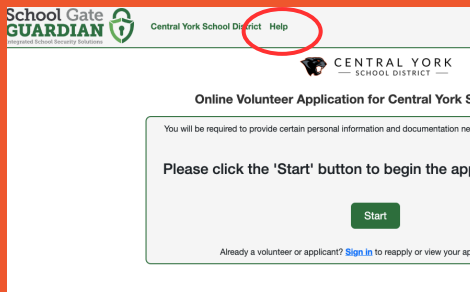
[HTTP://CYS.D.SCHOOL
GATEGUARDIAN.COM/
VOLUNTEER](http://cysd.schoolgateguardian.com/volunteer)



>>> STEP-BY-STEP HELP GUIDE

Will be available on the
School Gate Guardian site.

Select “**Help**” on the
main screen for an illustrated guide.



>>> ADDITIONAL REQUIREMENTS

Volunteers will have to sign and upload:

**Arrest/ Conviction report and
Certification Form (Act 34)**

Form available [HERE](#).

APPLYING TO VOLUNTEER

Obtaining Clearances

FBI CRIMINAL BACKGROUND CHECK (ACT 114) - CONTINUED

Only if you have lived in PA for fewer than 10 years

You must provide proof of identity upon arrival at the Fingerprint Center, such as a state-issued driver's license, state ID card, passport, etc. Once your fingerprints are taken at the fingerprint location, you will be issued a receipt with your UEID (Universal Enrollment ID). This is the number you must provide to the Human Resources department for Human Resources to access your FBI clearance online.

More detailed information may be found on the PDE website at: <http://www.education.pa.gov/Teachers%20%20Administrators/Background%20checks/Pages/Federal-Criminal-History-Background-Checks.aspx#tab-1>

Residents of PA for more than 10 years will sign an exemption from FBI Federal History Clearance. Available [HERE](#).

VOLUNTEER APPROVAL, EXPIRATION, AND RENEWAL

ONLINE VOLUNTEER APPLICATION- SCHOOL GATE GUARDIAN

Once your completed online application has been reviewed, you will receive an email notification informing you of your approval. Volunteer approval is only valid for the school year in which the volunteer applied.

Only fully completed applications will be reviewed. This includes uploading all required documents. Athletic Volunteers must go through the Athletic Director and receive board approval prior to serving as a volunteer for a sport.

Volunteers must renew their volunteer application every school year. To renew your volunteer status, you must complete the online volunteer application. For the 2024/2025 school year, all volunteers must resubmit their clearances when completing the new online application

VOLUNTEER BADGE

Volunteers will sign in at the front desk of the building in which they are volunteering and will receive a sticker name badge printed by the School Gate Guardian Visitor Management System. Please notify the Human Resources department if you will be working with students outside regular school hours.

Volunteer coaches will receive a volunteer badge with a lanyard that will be sent to the Athletic Office after the application is approved.

Badges/Stickers are required to be worn at all times when volunteering.



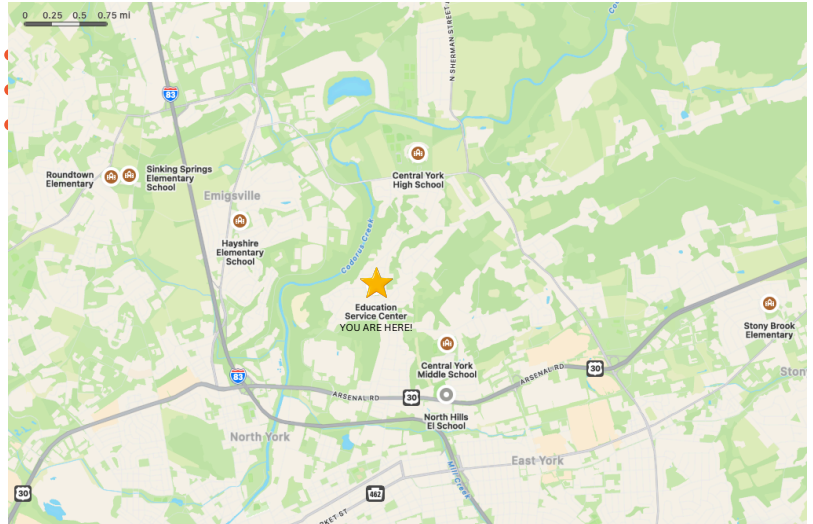
DISTRICT LOCATIONS

OVER 5,500
STUDENTS

OVER 700
EMPLOYEES

COVERING ALMOST 25 SQUARE MILES

MANCHESTER TWP • PARTS OF SPRINGETTSBURY TWP • NORTH YORK BOROUGH



EDUCATION SERVICE CENTER

775 Marion Road
York, PA 17406

CENTRAL YORK HIGH SCHOOL

601 Mundis Mill Road
York, PA 17406

CENTRAL YORK MIDDLE SCHOOL

1950 North Hills Road
York, PA 17406

NORTH HILLS ELEMENTARY

1330 North Hills Road
York, PA 17406

STONY BROOK ELEMENTARY

250 Silver Spur Drive
York, PA 17402

SINKING SPRINGS ELEMENTARY

2850 Susquehanna Trail
York, PA 17406

HAYSHIRE ELEMENTARY

2801 Hayshire Drive
York, PA 17406

ROUNDTOWN ELEMENTARY

570 Church Road
York, PA 17404

