Northern York County School District

Volunteer Handbook

MISSION

Intellectually Prepared,
Civically Engaged,
Personally Responsible

www.northernpolarbears.com

Dr. Matthew Meakin
Superintendent

SCHOOL BUILDINGS AND CONTACT INFORMATION

	DILLSBURG ELEMENTARY SCHOOL
Address	202 S. Chestnut Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1400
Principal	Mrs. Lyndsey Quintana
Secretary	Mrs. Tina Welker

	NORTHERN ELEMENTARY SCHOOL
Address	657 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1500
Principal	Miss Joyce Cal
Secretary	Mrs. Cindy Gayman

	SOUTH MOUNTAIN ELEMENTARY SCHOOL
Address	711 South Mountain Road, Dillsburg PA 17019
Phone	717-432-8691, extension 1700
Principal	Mrs. Kristi Janosco
Secretary	Mrs. Amber Shearer

	WELLSVILLE ELEMENTARY SCHOOL
Address	1060 Zeigler Road, Wellsville PA 17365
Phone	717-432-8691, extension 1600
Principal	Mrs. Melinda Vazquez
Secretary	Miss Bethany Hack

	NORTHERN MIDDLE SCHOOL
Address	655 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1300
Principals	Mr. Troy Sauer (Principal); Mr. Nolan McArdle (Asst. Principal)
Secretaries	Mrs. Cherie Ramsey; Mrs. Nicole Below

	NORTHERN HIGH SCHOOL
Address	653 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 2000
Principals	Mr. Steve Lehman (Principal) Mrs. Jennifer Dysinger (Asst. Principal); Mr. Mike Walker (Asst. Principal)
Secretaries	Mrs. Tammy Miller; Mrs. Ann Marie Phipps

Welcome to Northern York County School District (NYCSD)! Thank you for your decision to share your time and talents with our staff and students. Volunteers are an integral part of the educational, athletic, and extracurricular programs at NYCSD. This handbook provides important information on how to become an approved volunteer and the volunteer's role and responsibilities. Below is a checklist of items which must be obtained prior to being approved to volunteer within the District. Volunteer forms are available online at: http://www.northernpolarbears.com ("For Parents" Tab).

REQUIRED PAPERWORK FOR ALL VOLUNTEERS:

- ☐ **Volunteer Information Form**
- ☐ **A Tuberculosis Examination (TB test - dated less than 90 days old)**
- ☐ **PA Child Abuse History Clearance (dated less than 5 years old)**
- ☐ **PA State Police Criminal Record Check (dated less than 5 years old)**
- ☐ **FBI Background Check (less than 5 years old) OR Volunteer Verification Form**

The FBI Background Check is not required if you sign the Volunteer Verification Form, certifying that you:

- Have been a resident of PA during the entirety of the previous ten year period;
- Have not been named in a founded report of child abuse committed within the last 5 years;
- Have never been arrested or convicted of any offenses listed on the Volunteer Verification Form.

The cost of the FBI clearance (if needed) and TB test are the responsibility of the volunteer. After you have obtained/completed ALL of the required items listed above, please contact the building secretary at the school where you intend to volunteer to provide your completed forms. Please do NOT mail original clearances to the District; they cannot be returned. The District cannot review or hold partially completed volunteer paperwork; only volunteer applications containing all five completed items can be reviewed. Once your paperwork is reviewed and approved by the building principal, you may begin volunteering. Current NYCSD employees do not need to obtain new clearances to volunteer.

Although the District welcomes and encourages community volunteers, precautions must be taken to keep our students and staff members safe. The building principal shall have the right to exclude any person as a volunteer if the principal, in his/her judgment, believes the participation of that person as a volunteer does not serve the best interests of the students, the school or the District.

HOW TO OBTAIN CLEARANCES:

Act 153 requires PA school volunteers (as defined in School Board Policy 916) to provide clearances prior to approval to volunteer and every 5 years thereafter. All clearances can now be requested electronically **(**the FBI clearance also requires a fingerprint submission). If you prefer to use paper applications, they may be downloaded at our website at: http://www.northernpolarbears.com ("For Parents" Tab), or by contacting Maureen Ross 717-432-8691 ext.1104 or mross@northernyork.org. You may also contact any building secretary.

PA STATE POLICE CRIMINAL RECORD CHECK (Act 34)

Apply for the criminal record check clearance online with the Pennsylvania State Police at: https://epatch.pa.gov/home

Click "New Record Check (Volunteers Only)" and follow the instructions. You do NOT need a notarized copy. If you have questions about the Pennsylvania State Police Request for Criminal Record Checks Volunteer form (SP4 164A), please call: (717) 783-9973 or toll free 1-888-783-7972.

CHILD ABUSE HISTORY CLEARANCE (Act 151)

The Pennsylvania Child Abuse History Clearance application can be submitted online. At the website, you will be directed to the Child Welfare Portal where you must create a Keystone account or log in if you already have an account. When creating a Keystone account, you will be sent a temporary password via email to use to login to the system. Once you login for the first time, you will be prompted to change your password. **For Application Purpose, you will select "Volunteer Having Contact with Children".** Website:

https://www.compass.state.pa.us/CWIS

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

FBI CRIMINAL BACKGROUND CHECK (Act 114)

1. **Registration -** The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment online or over the phone at https://uenroll.identogo.com or 1-844-321-2101. When registering on-line, use **Service Code 1KG6XN** to ensure correct agency and/or applicant type. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and repay.

2. **Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are on the website. Applicant will pay $25.25 for fingerprinting. Major Credit Cards, money orders or cashier's checks will be accepted on site. No cash transactions or personal checks are allowed.

3. **Fingerprinting -** At the fingerprint site the Agent will review the applicant's photo ID. A list of approved ID types may be found at https://uenroll.identogo.com . Applicants will not be processed without acceptable photo ID.

4. **Report Access** – **Applicants must provide their UEID# to Suzanne Sentman at ssentman@northernyork.org (as shown on receipt provided after fingerprint capture).** If an applicant has lost their receipt or needs to confirm their UEID, the applicant may visit the UEP website (https://uenroll.identogo.com/) and check status of their file by providing personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

Suggestions for Volunteering with Students

- A student's name is very important. Make every effort to remember and use the names of the students with whom you are working.
- Be sure the students know your name and how you wish to be addressed.
- Demonstrate your interest in students by listening to them.
- Help build self-esteem by focusing on the positives!
- Discuss student behavior/progress ONLY with the teacher.
- Be a great role model! Students will model the behaviors they see adults displaying.

Important Reminders:

- Check in at the Main Office upon arrival to obtain an ID Badge.
- Please respect the learning environment by **silencing your cell phone** during your volunteer shift.
- Younger siblings, infants, or children are not permitted in the building while you are volunteering.
- Be reliable. Please call ahead if you cannot report as scheduled.
- Respectful communication with students and staff is expected at all times, including all verbal and written communications.
- Adhere to classroom rules, routines, and processes established by the classroom teacher.

Confidentiality:

During your volunteer assignments, you may encounter confidential medical, behavioral, or financial information regarding students and staff. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Please remember to keep all school experiences strictly confidential.

Mandatory Reporting of Child Abuse:

As a volunteer of Northern York County School District, you are considered a "Mandatory Reporter" of suspected child abuse under the Child Protective Services Law. A mandated

reporter **must** make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The mandated reporter comes into contact with the child through a regularly scheduled program, activity or service.
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

Mandated reporters **must** make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. After making the report to ChildLine, you are **required** to immediately thereafter notify the person in charge of the institution, school, facility or agency or the designated agent of the person in charge (building principal). The identity of the person making the report is kept confidential with the exception of being released to law enforcement officials or the district attorney's office. The penalties for a mandated reporter who willfully fails to report child abuse range from a misdemeanor of second degree to a felony of the second degree.

If you have questions, please ask! Thank you for your investment in Northern York County School District. We hope your volunteer experience will be a positive and rewarding one.