Plainfield Community School Corporation

Volunteer Handbook

Administration Building
985 S. Longfellow Lane
Plainfield, IN 46168
317-839-2578

We appreciate your commitment!

Our Mission:

Bringing joy to learning

Thank You!

Thank you for your interest in serving as a Plainfield Schools volunteer! Every day, Plainfield students and teachers benefit from the generosity of volunteers who share their time and talents. The countless tasks performed by volunteers are vital to the continued operation and success of our schools. Sharing your life experiences, technical know-how, and friendship with a young person can make a huge impact on their life, both today and in the future.

This Volunteer Handbook provides important information regarding how to sign up to be a volunteer, guidelines and responsibilities for all volunteers, and school safety procedures. At the end, we have included a space for you to indicate that you have read and agree to abide by our volunteer expectations.

Why Background Checks are Necessary:

To keep our schools, students, staff, and visitors safe. We ask volunteers in specific roles to complete a background check. This helps us create a trusted and protected environment for everyone involved.

Specifically, background checks help us:

- Verify Identity: Confirm the identity of our volunteers.
- Protect our community: Ensure the safety of our schools, students, staff and visitors.
- Maintain Trust: Uphold the trust placed in our organization by the community.
- Reduce Risk: Minimize potential risks associated with volunteer activities.

Plainfield Community Schools reserves the right to run random background checks and to deny volunteer privileges as necessary. In general, persons convicted of a felony may not volunteer in our schools, although the Superintendent will make the final decision.

Our Administrative Team

District Administrators	
Mr. Andy Allen	Superintendent
Dr. Laura DelVecchio	Assistant Superintendent of Student Learning
Mr. Mark Shayotovich	Assistant Superintendent of Finance & Operations
Mrs. Beth Shepperd	Director of Special Education
Mrs. Kyle Tutterow	Director of Student Learning
Mr. Jeff Collins	Director of Technology
Mr. Dean Shepard	Director of Transportation
Mrs. Stephanie Ellis	Director of Human Resources
Mrs. Brooke Orner	Director of Communications
Mr. Justin Tobey	Director of Student Services *(Sub Facilitator)*
Building Administrators	
Mr. Brent Schwanekamp	PHS Principal
Mrs. Brooke Walden	PCMS Principal
Mrs. Julie Zmijewski	Brentwood Elementary Principal
Mr. Ryan Setterlof	Central Elementary Principal
Mr. Ryan King	Clarks Creek Elementary Principal
Mrs. Colleen Perry	Guilford Elementary Principal
Mr. Devin Carter	Van Buren Elementary Principal
Mrs. Abby Hoyt	Little Quakers Academy Coordinator
Mrs. Tracy Ballinger	Director of The Imagination Lab
Ms. Shauna McLaughlin	Pride Academy Coordinator

PCSC Volunteers are Expected To

- Register to volunteer through our online student registration process
- Complete a basic volunteer registration through Safe Visitor. A basic background check includes a limited criminal history search
- Abide by the Volunteer Agreement as described in the Volunteer Handbook
- Adhere to the district's sign-in/sign-out procedures
- Wear appropriate attire when volunteering
- Wear a visible nametag at all times while volunteering
- Maintain communications with the volunteer supervisor
- Adhere to all PCSC policies

Volunteer Background Checks

Volunteer Acknowledgement: The background check application includes your acknowledgement that you have read our Volunteer Handbook. Completing the application requires your acknowledgement that you have read and agree to abide by these expectations. If you do not have internet access, you may complete the process at your child's school.

Volunteer Opportunities for Relatives: Grandparents and other family members are welcome to volunteer by submitting their volunteer registration form. They can access the Volunteer background check links directly on our website via https://www.plainfield.k12.in.us/ then selecting the Volunteer Icon on the right-hand side of the screen.

Accuracy: Please ensure that all information you provide is accurate and up to date. Do not use any nicknames or AKA's when filling out your background check registration. Your registration information should correspond with your government-issued ID. Please use the "Note" Section to document your volunteer role.

Multiple students in the school system: You only need to complete one volunteer agreement, regardless of how many children you have in school.

Confidentiality: All information obtained during the background check process will be kept confidential and used only for the purpose of assessing your suitability as a volunteer.

Transparency: You have the right to request a copy of the results of your background check.

Fair Consideration: A criminal record does not automatically disqualify you from volunteering. The superintendent will make the final decision on approvals or denials.

Basic Background Check

Basic Background Check: All Plainfield Community School volunteers are required to complete a basic background check that includes a limited criminal history background search. Basic background checks are for volunteers who fit the following criteria:

- Work in the classroom with students
- Class party or field day
- E-Sports Observer
- Photographers
- Day field trip
- PTO event
- *Concession worker, ticket taker, handing out programs at an event
- Events that **DO NOT** involve working with students in a small group or individually

*Concession workers with a basic volunteer background check are only permitted to work concessions when there are no student workers present.

Cost: Basic background checks have no fee.

Expiration: Basic background checks all expire and reset every three years. The next reset will take place on 06/01/2028. Also, you do not need to submit a new background check every year, only at the time of expiration.

Expanded Background with DCS Check

Expanded Background with DCS Check: Expanded Background with an Indiana Department of Children Services (DCS) Check is for those volunteers that fit the following criteria:

- *Volunteer with PHS Band/Choir or PCMS Choir
- Overnight Field Trips
- Volunteers with an out-of-state residence
- Work backstage at school productions
- Work with students 1 on 1 or in a small group
- Work with a student individually (outside therapist & court-appointed Guardian ad Litem)
- PCMS & PHS Robotics Club
- Mentor students in various social clubs

*It is best practice that volunteers for PHS Band/Choir or PCMS Choir complete an expanded background check with a DCS check. This will ensure that all volunteers possess the necessary background check for any role needing to be filled throughout the band or choir season. If the required DCS check is not submitted, the background check process will be deferred until submission.

Out-of-State Residence: An expanded background check is required for volunteers residing outside Indiana. Out-of-state volunteers should reach out to the Administration Office prior to submitting their background check to receive the designated link for out-of-state background checks.

Cost: The expanded background check starts at $23.95, but the final fee may vary based on your address history. The cost of the DCS portion of the expanded background check is $3.95. **All fees are paid by the volunteer.**

Expiration: Expanded background checks are valid for 5 years from the date the expanded background check is submitted.

Policies & Procedures

Absence and Punctuality: Volunteers are asked to commit to specific times and days, as teachers need to plan accordingly. If you are unable to volunteer when scheduled, or if you will be late, please let the teacher know as soon as possible to ensure that student needs are met.

Cell Phones: Volunteers will follow school policy on personal communication devices. For more information, contact the Principal at the school where you are volunteering.

Children Not Registered at the School: Volunteers may not bring non-registered or non-school-aged children with them on volunteer assignments. For their safety, and the safety of all students, children who are not students may not be in the building during the school day.

Confidentiality: Federal laws mandate the privacy of student information. As such, volunteers are expected to respect the confidentiality of all students, staff, and data.

Discipline: Student discipline is the responsibility of school staff, not volunteers. Any problems a volunteer might have with student behavior should be reported to the classroom teacher or building principal.

Dress Code: Volunteers are expected to dress in accordance with school standards. If you have questions about this, ask the school principal.

Mandatory Reporting: School staff will help you follow proper procedures established by state law and School Board policies when dealing with the following concerns.

- If child abuse and/or neglect is suspected, **immediately** report your concerns to the building principal or report concerns **immediately** to the Department of Child Services **(DCS) hotline: 800-800-5556.**
- If a student talks about harming themselves or others, report the conversation **immediately** to school staff or report the incident to DCS **immediately**.
- School volunteers who witness bullying (teasing, social exclusion, threats, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of property) must report the incident to a staff member **immediately**.
- Volunteers do not take pictures or videos of students without the appropriate staff permission.
- Volunteers do not email or contact students.

Anti-Bullying Policy

Bullying is defined as:

1. Unwanted, aggressive behaviors that are repeated over time.
2. The behavior includes verbal or written communications, images or messages sent digitally, physical acts, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student.
3. In addition, it is considered bullying if the actions towards a student create a hostile school environment that:
    a. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
    b. Has a substantially detrimental effect on the targeted student's physical or mental health;
    c. Has the effect of substantially interfering with the targeted student's academic performance;
    d. Or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

The bullying discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the same school corporation.

PCSC employees, volunteers, and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to school staff within 24 hours of when an incident was witnessed or when reliable information regarding the occurrence of an incident was received.

PCSC employees, volunteers, or contracted service providers who promptly report an incident of harassment, intimidation, or bullying are protected against any legal actions arising from the incident.

Protecting Our Volunteers: For your safety, you should always remain in sight of school staff when working with students. Make sure you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued. Avoid physical contact beyond handshakes and hands on shoulders.

Sign-in/Sign-Out Procedures: All volunteers must sign in at the school office each day that they are volunteering. Once signed in, volunteers will receive a volunteer badge which must be worn at all times when acting as a volunteer with PCSC. At the end of their shift, volunteers must sign out in the school office.

Standard Response Protocol (SRP): The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are five specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive". Execution of the action is performed by active participants, including students, staff, teachers, and first responders. Your priority as a substitute is to keep the students safe.

1. **Hold** is indicated by clearing the hallways and keeping students in the classroom. Remain until the **"All Clear"** is announced. Conduct business as usual.
2. **Lockout** is followed by the directive: **"Secure the Perimeter"** and is the protocol used to safeguard students and staff within the building when there is suspicious activity outside the school or nearby.
3. **Lockdown** is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep students quiet and in place.
4. **Shelter** is always followed by the **hazard** and a safety strategy and is the protocol for group and self-protection.
5. **Evacuate** is always followed by a **location**, and is used to move students and staff from one location to a different location in or out of the building.

Communication to the local Law Enforcement Agency would then be "We are under Lockdown." Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be chained. For instance, "Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold."

The following SRP graphic is posted near every classroom door, and in all hallways, restrooms, and public spaces.

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways
Remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Take Attendance
Do business as usual



SECURE! Get inside. Lock ALL doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Check Hallways
Lock classroom doors
Increase situational awareness
Do business as usual
Take Attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Check Hallway
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend
Take Attendance



SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Take Attendance
Notify if missing, extra or injured students
or adults



EVACUATE! To announced location.

STUDENTS
Leave stuff behind if required
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Take Attendance
Notify if missing, extra or injured students or adults



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K12 2021 STANDARD RESPONSE PROTOCOL

Frequently Asked Questions

While completing my child's online registration, I indicated that I would like to be a volunteer. Do I need to select yes for each of my children?
Yes, you will need to select yes for each child, but one background check will cover each student.

I signed up to volunteer last school year. Do I need to sign up again?
Basic background checks all expire and reset every three years. The next reset will be 06/01/2028. Expanded background checks are valid for 5 years from the date the expanded background check is submitted. You do not need to submit a background check every year; only at the time of expiration or a change in your volunteer role that requires an expanded background check. If you are unsure if your background check is valid, please contact the Administration Office at 317-839-2578 before submitting a new registration.

How long does it take for my background check to come back?
Basic background checks can be processed within a 24-hour period, but unforeseen issues may delay the process. Expanded background checks are a two-part process. After submitting your expanded background check, you will receive an additional email from SafeHiring to initiate the DCS background check, followed by 2 emails from KIDTRAKS to complete the DCS application for your expanded background check. Expanded background checks can take between 7-10 business days, but out-of-state checks on a report can extend this timeframe.

How will I be notified that my background check has been approved?
Upon approval of your background check, the Administrative Office will contact you via email. Additionally, SafeVisitor will send a notification that contains your official visitor/volunteer badge.

How soon can I start volunteering after completing the Volunteer Agreement and limited background check?
You may begin volunteering once you receive notification that your limited background check has been approved. As always, classroom teachers have the final decision about how and when volunteers will be scheduled.

Will I be contacted to volunteer by other schools?
No. You will only be contacted to volunteer at schools where you have expressed an interest in helping. Please be sure to communicate with your child's teacher, letting them know of your interest in being a classroom volunteer.

Even if the staff and teachers recognize me, is it necessary to sign in and out at the main office each time I volunteer?
All visitors, including volunteers, must check in and out of all Plainfield schools during each visit and wear the badge provided at all times. This is a vital part of our school safety plan.

What if I need to change my volunteer status?
If you sign up to volunteer for an event outside of your basic volunteer status, you will need to submit an expanded background check. Use the "Note" section in the application to document the reason for your expanded background check submission.

Who can I contact with more questions about the Volunteer Agreement?
For any inquiries regarding your volunteer agreement, we recommend reaching out to the Administrative Office first. Alternatively, you may contact the principal at your child's school.

Last Updated: 10/14/2026