

Cornwall-Lebanon School District

Cornwall-Lebanon School District Mission:

Empowering students to reach their individual potential.



VOLUNTEER HANDBOOK

Welcome and thank you for volunteering your services to the students and staff of Cornwall-Lebanon School District.

December 2022

Definition of a Volunteer

An individual in or seeking to be placed in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.

This includes persons with direct or regular contact with children through any school-sponsored program, activity, event or service. This includes, but is not limited to, school-sponsored youth programs, recreational programs, sports or athletic programs, outreach programs, enrichment programs, clubs, or similar organizations, and similar programs or events conducted on district property.

A Volunteer for purposes of this definition includes coaches, mentors or advisors who volunteer with any of the district interscholastic athletic teams and musical performance groups.

A Volunteer must be at least eighteen (18) years of age.

A Volunteer will be placed into one of the following categories:

1. Long-term Volunteer – A Volunteer who will or is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by a school district employee. Direct contact time may include, but is not limited to, coaching and/or assisting with an athletic team or musical performing group, or advising an extracurricular activity, or providing supplemental assistance to a student. Long-term Volunteers must be approved by the Board of School Directors.
2. Short-term Volunteer – A Volunteer who will or is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by a school district employee, for a limited scope or amount of time. Short-term Volunteers may include, but are not limited to, daily classroom, library or office assistant and/or assisting with classroom or building special events. Short-term Volunteers must be approved by the Superintendent or designee.
3. Supervised Volunteer – A Supervised Volunteer is in direct contact with or close proximity to a school district employee while performing his/her volunteer service and there is NO time when the volunteer is alone with a student or in a secluded, isolated or remote area with a student without a school district employee being present. Supervised Volunteers may include, but are not limited to, chaperones for single day field-trips, holiday parties, clerical assistance with no direct contact, PTO fundraisers (fairs), school-wide activities, booster clubs (after school), and events open to the public. Supervised volunteers must be approved by the Building Principal.

How to Become a Volunteer

In order to comply with regulations set forth by the Pennsylvania Department of Health and the Child Protective Services Law and School Law, anyone who will be serving as a long-term or short-term Volunteer for the Cornwall-Lebanon School District must submit completed clearances to the School District prior to serving as a volunteer.

Checklist

- Pennsylvania Child Abuse Clearance
- Pennsylvania State Police Clearance
- FBI Clearance or Exemption from FBI Clearance Form
- Arrest/Conviction Report and Certification From
- Tuberculin Skin Test results
- Mandated Reporter Training
- Volunteer Agreement

When all forms are complete, they may be submitted to the Educational Service Center either:

1. In person
2. Emailed to: background@clsd.k12.pa.us
3. Mailed to: Cornwall-Lebanon School District
Volunteer Background Checks
105 East Evergreen Road
Lebanon, PA 17042

1. Background Clearances

Volunteers will need background clearances if they will be involved directly with the care, supervision, guidance or control of children, or will have routine interaction with children while in a district school or on district grounds.

i. Pennsylvania Child Abuse Clearance

- Link to electronic form: <https://www.compass.state.pa.us/CWIS>
- Cost - Free
- The online Child Abuse Clearance site requires you to create an account and submit your request electronically. The first thing you will do is to create a sign-on (KeystoneID). You will be asked for your Keystone ID number, this is a number that you create for yourself. Results will be emailed/mailed (your choice when registering) to you within 14 days of submission. You also have the option of completing this process using a paper application and U.S. mail. Forms are available at the Educational Service Center (District office).
- 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").
- 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.

ii. Pennsylvania State Police Clearance

- Link: <https://epatch.state.pa.us/Home.jsp>
- Cost - Free
- The State Police clearance is available online and you will get an instant response showing "no record", if you do not have a record.
- 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 \$10.00.
- If you have your Pennsylvania State Police clearance 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 "Employment or Volunteer").
- You also have the option of completing this process using a paper application and U.S. mail. Forms are available at the Educational Service Center (District Office).
- 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.

iii. FBI Clearance

If you have been a continuous resident of Pennsylvania for the past 10 years, you must submit the 'Exemption from FBI Clearance' form. This is a sworn/affirm written statement that must be completed and witnessed (not notarized). This form is attached if needed.

If you have not been a continuous resident of Pennsylvania for the past 10 years, you must complete the FBI Fingerprinting process as follows

- Link: <https://www.identogo.com/locations>
- There is a cost involved to the volunteer applicant

The FBI Clearance requires that you register only to be fingerprinted. Once you have completed the registration process, you go to a Cogent fingerprinting site for the fingerprinting process (locations can be found on the Cogent website). At the conclusion of the fingerprinting process, you will be given a tracking number. The tracking number must be submitted to the School District. The School District will pull your results from the Cogent website and review it.

2. Arrest Conviction Report and Certification Form

- [Click here to complete the form here](https://www.clsd.k12.pa.us/wp-content/uploads/2022/02/Arrest-or-Conviction-form.pdf), or visit <https://www.clsd.k12.pa.us/wp-content/uploads/2022/02/Arrest-or-Conviction-form.pdf>

3. Tuberculin Skin test

Volunteers shall provide to the District Office a form, completed and signed by the Physician responsible for the performance of the test indicating test results.

- Tuberculin skin tests may be obtained from your local healthcare provider.

- Persons who have had a TB test within the last three (3) months may present documentation in lieu of having another test taken.
- Volunteers who have a significant tuberculin skin test reaction, a negative chest X-ray and a statement from the physician indicating that they are free from infectious tuberculosis are not required to have further tuberculosis tests unless one of the following occurs:
 1. They are exposed to an active case of tuberculosis.
 2. They develop a productive cough which does not respond to usual medical treatment within 14 days.

4. Act 126 Mandated Reporter Training – Recognizing and Reporting Child Abuse

Training can be completed online at www.reportabusepa.pitt.edu. The online training takes approximately 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.

- To access the three-hour Mandated Reporter course, please go to www.reportabusepa.pitt.edu and click on the registration link (top left of the screen) to submit your personal information and receive your log-in credentials. You will then be able to access the site and take the training. You will have the option to print your certificate upon completion of the course. Provide a copy of the certificate to Cornwall-Lebanon School District.

If you experience any technical issues, please contact the www.reportabusepa.pitt.edu helpdesk at (717) 795-9048, and ask for Jonathan Frock or Carol Schrubb. They will be able to assist you between the hours of 8 a.m. and 4 p.m.

5. Volunteer Agreement - Attached

Additional Information:

- *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 Clearance (Every 5 years)
Mandated Reporter Training Certification (Every 5 Years)

- *From the Department of Human Services:*
Can an agency or organization institute additional standards?

Yes, nothing prohibits an organization or person responsible for a program, activity or service from requiring establishing additional standards.

Volunteer Guidelines

We greatly appreciate the volunteers and chaperones who provide assistance to students and teachers through their participation in classroom support as well as special events and activities. Volunteers are essential to the success of students.

General Guidelines

1. Please wear your Volunteer badge at all times while volunteering.
2. Remember to sign in and out in the office.
3. We expect visitors/volunteers to follow the school dress code as stipulated in the Student Handbook, found on each school's website.
4. Volunteers shall respect cultural differences.
5. Volunteers must avoid promoting commercial products, religious doctrines or beliefs.
6. The Cornwall Lebanon School District is a smoke-free school district.

Working with Staff

1. All Volunteers shall work under the direction of and be responsible to the teacher or coach to whom they are assigned.
2. Volunteers shall at no time assume responsibility for the complete direction and control of students. As a volunteer, you are not expected to administer discipline to children. If a child is disruptive, seek assistance from the teacher/coach.
3. If you have any questions/concerns, speak to the classroom teacher/coach to solve the problem in an efficient and professional manner. Maintain a spirit of partnership and cooperation with all staff members. Remember, if you do not know, ask. We will be glad to help you.
4. Discovery or concerns of possible physical abuse, sexual abuse and neglect should be shared with a building administrator immediately.
5. Under no circumstance should you administer medication to a child. Please refer all medication questions to the nurse.
6. Confidentiality of the student, other students and the classroom teacher must be maintained at all times. Please refrain from sharing identifying information in and out of the school setting.

Working with Students

1. Always be consistent with the specific rules and practices encouraged by the teacher/coach or supervisor.
2. Maintain your position of responsibility and authority at all times.
3. Be aware that children will model behavior they see displayed by adults, staff or volunteers.
4. Establish in the beginning how they are to address you. You may want to check with the classroom teacher/coach as to what is normally done in the school.
5. Learn names and procedures quickly.
6. Be aware of and sensitive to individual student problems, deficiencies and special needs.
7. Refrain from taking and posting photos of students or revealing information (including names) of students on social media. Some parents have asked that their child not be photographed and not have photos placed online or in media outlets.
8. During your time in the classroom, please have your cellular device on silent so as not to disrupt a lesson. If you must take a call, please be considerate and exit the classroom to have a phone conversation.

VOLUNTEER AGREEMENT

Name: _____ School Year: _____

Address: _____

Email: _____ Primary Phone #: _____

Building(s)/area(s) in which you will be volunteering _____

I understand the following information regarding a volunteer position at Cornwall Lebanon School District:

1. This is not a paid position and will not become a paid position at any time during this assignment.
2. I must present a Pennsylvania State Police Clearance to the District Office that was obtained within the last year.
3. I must present a Pennsylvania Child Abuse Clearance to the District Office that was obtained with the last year.
4. I must present an FBI Fingerprint report to the district office **OR** complete the Exemption from FBI Clearance affidavit (if applicable) and present it to the District Office. Both must be less than one year old.
5. I must renew all required clearances every 60 months to be able to volunteer.
6. I must complete an Arrest/Conviction Report and Certification form.
7. If I am arrested or convicted of a crime(s) listed in school Code §111, I will report it to Cornwall Lebanon School District within 72 hours of the occurrence using the PDE-6004 form (Arrest/Conviction Report and Certification form). A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.(DHS)
8. I must complete Act 126 mandated reporter training every five (5) years.
9. I must submit Tuberculin Skin Test results completed within the past 3 months.
10. I agree to comply with the rules, regulations and policies set forth by the Cornwall Lebanon School District.
11. I have read and understand the contents of the Cornwall-Lebanon School District Student Handbook found on the District website under the individual schools.
12. I understand that while I am a volunteer, I am subject to the guidelines set forth by the Cornwall Lebanon School District polices.
13. If the Cornwall Lebanon School District feels that it is necessary to no longer use a volunteer, they may do so.
14. Each student and their family has the right to confidentiality. I understand and agree to comply with Cornwall Lebanon School District regarding confidentiality of student information and the right of privacy accorded by law to each student. I will not at any time communicate specific student information in oral or written form.

Volunteer Signature

Date