

# Southern Tioga School District

## Volunteer Manual







This packet contains all of the information needed to be in compliance with school board and state requirements for volunteering with students.

*updated January 2018*

Making the decision to volunteer your time and talents to the students of the Southern Tioga School District is a very honorable one...and a decision with which we hope you will be pleased.

School volunteers enhance the educational experience in so many ways:

-  By helping to ensure that vital programs like music, sports, and the arts are available in the school.
-  By working as the extra hands, ears, and hearts of teachers whose responsibilities extend to many students.
-  By working to ensure the smooth operation of many school activities, we sometimes take for granted – for example, concessions at sporting events or equipment management at band competitions.
-  By listening, caring and supporting the most important person in any school – the student.

This booklet was designed to help ensure that your volunteer experience at STSD is a good one! It contains information about district procedures and policies that affect you in your volunteer role, as well as tips and ideas that might make your experience more valuable.

*Please let us know if there is anything we can do to help you as you give of yourself to our number one priority—our students!*

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#### **LOCATION of the SOUTHERN TIOGA SCHOOL DISTRICT FACILITIES**

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- Blossburg Elementary School, 133 Hannibal Street, Blossburg, PA 16912, 570-638-2146
- Liberty Elementary School, 8622 Route 414, Liberty, PA 16930, 570-324-2521
- North Penn-Liberty Jr. Sr. High School, 8675 Route 414, Liberty, PA 16930, 570-324-2071
- W. L. Miller Elementary School, Dorsett Drive, Mansfield, PA 16933, 570-662-2192
- North Penn-Mansfield Jr. Sr. High School, 73 W. Wellsboro Street, Mansfield, PA 16933, 570-662-2674
- District Administration Building, 310 Morris Street, Blossburg, PA 16912, 570-638-2183

# HELPFUL HOW-TOS

*A few pointers to enhance your volunteer experience*

## **Basic Volunteer Procedures**

- ✓ Be sure to sign in and out of the building each time you visit to volunteer.
- ✓ ALWAYS wear a badge while in the school and make sure it is visible at all times.
- ✓ Be reliable. Call ahead if you cannot be at school.
- ✓ Do not bring younger children with you when volunteering.

## **Confidentiality is highly important!**

- ✓ Remember that everything overheard concerning students or staff should never leave the building.
- ✓ 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!
- 👍 Help build students' self-confidence by pointing out the improvement you see in their work, manner, etc. Even when helping to correct a student's work or manner, try to start the conversation by discussing 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.

**YOUR help makes a BIG difference in  
the lives of our students!**

**All Volunteers MUST:** obtain and provide PA State Police Criminal History Background (Act 34), PA Department of Welfare Child Abuse History Clearances (Act 151), Federal Criminal History Act 114 OR a Volunteer Sworn Affidavit), and a PA Mandated Child Abuse Reporter Certificate. Forms are available at the web sites below, or can be obtained at the District Administration Office or [www.southerntioga.org](http://www.southerntioga.org) under employment opportunities. (see attached Board Policy for details)

1. Fill out the VOLUNTEER INFORMATION and APPROVAL FORM found in this Volunteer Manual or on the District Website [www.southerntioga.org](http://www.southerntioga.org). **This form should be submitted to the Principal of your child's school.**
2. Obtain a TB test (less than 3 months old) from your family physician or other medical provider **OR** a statement from your physician that you are at low risk or free of communicable TB. This is done at your own cost and is your responsibility to provide proof of the TB screening to the District.
3. Receive Principal's approval to volunteer in any capacity each school year.
4. **SIGN-IN** at the school office when volunteering, and secure a visitor's badge, volunteers will be given a defined badge if working in the school during school hours. When you have completed your volunteering for the day, please sign out in the office. Contact the secretary of your child's school if you have questions.

## **PA PUBLIC SCHOOL CLEARANCE PROCEDURES for VOLUNTEERS**

### **ACT 34 CRIMINAL RECORD CHECK— \$0.00 for Volunteers**

- **Available online:** <https://epatch.state.pa.us/>
- Get started by choosing "Submit a New Record check", then follow the instructions. Results should appear on screen. Print out the "Invoice" with a copy of the State seal and submit to STSD.
- If the response is "Request Under Review or Pending", you must periodically check back with the website until your request is processed. Your results will be mailed to you and may not be printed.
- **Available by paper/mail using form #SP4-164**
- Form available at STSD office or [www.portal.state.pa.us/portal/server.pt/directory/criminal\\_history/3548](http://www.portal.state.pa.us/portal/server.pt/directory/criminal_history/3548)
- For "Name/Requester": use your own name/address
- Check "Individual/Noncriminal justice Agency" – *there is NO FEE FOR VOLUNTEERS*
- For "Reason for Request": choose "VOLUNTEER"

### **ACT 151 CHILD ABUSE HISTORY CLEARANCE--\$0.00 for VOLUNTEERS**

- **Available online:** <https://www.compass.state.pa.us/cwis/public/home> - there is NO FEE FOR VOLUNTEERS
- Create a Keystone ID, click next
- Provide the required information and click finish. You will immediately receive an email with a temporary password. Go back to <https://www.compass.state.pa.us/cwis/public/home> and click Login
- Access My Clearances and continue
- Login Using your Keystone ID and the password that was emailed to you. You will be prompted to change your password then submit.
- Accept the Terms and Conditions and continue

- Create a clearance application – CAREFULLY read and follow all instructions
- For “Purpose of Clearance”: choose “VOLUNTEER”
- **Available by mail with form #CY113 available at STSD website or**  
[http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf)
- For “Applicant Identification”: use your own name/address
- For “Purpose of Clearance”: choose “VOLUNTEER”
- Mail form to address provided

### **ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD—digital fingerprinting**

- Register with IDEMIA at <https://uenroll.identogo.com> or by calling 1-844-321-2101 (MON-FRI 8 AM – 6 PM)
- When registering online you MUST use the following Service Code: **1KG6XN**. This ensures your background check is being submitted for the correct purpose (school district employment).
- Select “Schedule an Appointment”, then follow the remaining instructions.
- The fee is \$22.50, pay with debit/credit card online or by money order or cashier’s check made out to MorphoTrust at the fingerprinting location. Cash or personal checks will NOT be accepted.
- Local fingerprinting site (additional fingerprinting sites available during the registration process):

\* BLaST I.U. #17, Springbrook Drive, Canton

- Photo ID required at fingerprinting site
- You will receive a receipt at the fingerprinting site. You must provide this receipt to the hiring entity

**OR**

### **VOLUNTEER SWORN AFFIDAVIT (in place of the FBI Fingerprinting only IF you have lived in PA for the past 10 CONSECUTIVE years)**

- [www.southerntioga.org](http://www.southerntioga.org) under Parent Resources/Volunteers
- May also be picked up at the District Administration Office, Blossburg

### **Recognizing Child Abuse: MANDATED REPORTER TRAINING CERTIFICATE**

- <https://reportabusepa.pitt.edu>  
Register then follow the instructions for the course. This is a 3-hour course with questions throughout the presentation. Once completed print the certificate.

DO NOT mail the clearance requests forms to the school. When your clearances come back to you from the appropriate agencies, bring the originals to the school office for copying and filing. DO NOT mail the original clearances to the school; they will not be returned.

If you have the SAME clearances from another organization (i.e. church, scouting program, etc.) that are dated less than one year from the current date, you may submit these clearances to your school office.

Volunteers must also be approved by the School Board annually. Such volunteers may begin with principal’s approval and receipt of application/clearances/TB test, pending Board approval.

# SOUTHERN TIOGA SCHOOL DISTRICT BOARD POLICY

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: January 11, 1993

REVISED: November 13, 2012

## 916. VOLUNTEERS

1. Purpose

The Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

2. Authority

**Assistive Volunteer** - any individual who voluntarily provides services to the school district, without compensation, and who: 1) works directly under the supervision and direction of a teacher or administrator employed by the district; and 2) does not have unsupervised contact with students. Examples of assistive volunteers include homeroom parents/guardians; individuals who volunteer to assist in the planning or conducting of classroom celebrations; concert/performance ushers; and individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity. Assistive volunteers will be approved by the principal annually.

**Independent Volunteer/Coach/Sponsor** - any individual who voluntarily provides services to the school district, without compensation, and who: 1) works under the general direction and supervision of a teacher or administrator employed by the district; and 2) provides direct services to students or may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples of independent volunteers include volunteer tutors, chaperones for field trips, volunteer sports coaches and individuals who volunteer to provide counseling or health-related services to students. Independent volunteers will be approved by the principal and School Board annually.

The Board shall provide authorized volunteers the same liability insurance coverage as provided for district employees.

3. Guidelines

SC 111 Title 22 Sec. 8.1  
23 Pa. C.S.A.  
Sec. 6301 et seq

No individual will be approved to serve as an independent volunteer/coach/sponsor if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from being employed in a Pennsylvania public school under Act 34 or Act 151.

The district shall maintain a list of all independent volunteers/coaches/sponsors, along with copies of all criminal history reports and clearances required by this policy. These records shall be maintained by the Superintendent's Office for the duration of the period that the independent volunteer provides services to the district and for a period of two (2) years thereafter. The cost of the clearances will be the responsibility of the volunteer.

SC 1418

Title 28

Sec. 23.44

### **Tuberculosis Examination –**

Prior to approval, all volunteers/coaches/sponsors shall undergo a tuberculosis examination, administered in accordance with the regulations of the Advisory Health Board. The cost of the examination will be the responsibility of the volunteer. This provision goes into effect September 1, 2013.

### **Identification Badges-**

All approved independent volunteers/coaches/sponsors shall be issued a district identification badge which identifies the holder as an approved independent volunteer/coach/sponsor. Independent volunteers/coaches/sponsors will be required to wear and display such identification badges at all times while providing services to the district.

### **General Requirements**

The basic requirement of volunteer service shall be interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process.

All volunteers must complete district volunteer forms.

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 or district employee.

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.

### *References:*

*School Code-24 P.S. Sec. III, 1418*

*State Board of Education Regulations-22 PA Code Sec. 8.1*

*State Department of Health Regulations – 28 PA Code Sec. 23.44*

*Child Protective Services Law- 23 Pa. C.S.A. Sec. 6301 et seq.*

SOUTHERN TIOGA SCHOOL DISTRICT

# VOLUNTEER INFORMATION and APPROVAL FORM

**Southern Tioga Administration Office**  
310 Morris Street, Blossburg, PA 16912  
www.southerntioga.org 570-638-2183  
updated January 2018



**Check the school(s) in which you wish to volunteer:**

- Blossburg Elementary School, 133 Hannibal Street, Blossburg, PA 16912, 570-638-2146
- Liberty Elementary School, 8622 Route 414, Liberty, PA 16930, 570-324-2521
- North Penn-Liberty Jr. Sr. High School, 8675 Route 414, Liberty, PA 16930, 570-324-2071
- W. L. Miller Elementary School, Dorsett Drive, Mansfield, PA 16933, 570-662-2192
- North Penn-Mansfield Jr. Sr. High School, 73 W. Wellsboro Street, Mansfield, PA 16933, 570-662-2674

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Student Group or Program:** \_\_\_\_\_

**I would like to provide assistance in the following area(s):** \_\_\_\_\_

**Education/Professional Training if applicable:**

|           | School/Training | Degree/Certificate | Date Received |
|-----------|-----------------|--------------------|---------------|
| Secondary |                 |                    |               |
| College   |                 |                    |               |
| Other     |                 |                    |               |

**Activities:**

With what youth groups have you had leadership experience (4-H, boy/girl scouts, youth sports, etc.)?

\_\_\_\_\_

What knowledge/skills/hobbies would you be interested in sharing with our schools, staff and students?

\_\_\_\_\_

*Making the decision to volunteer your time and talents to the students of the Southern Tioga School District is a very honorable one...and a decision with which we hope you will be pleased.*



**General Requirements:**

The basic requirement of volunteer service shall be: interest in the educational program; enjoyment in helping children; and a sincere belief that by volunteering, a contribution will be made to the learning process. 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 or district employee.

***As a volunteer in the Southern Tioga School District, I agree to the following:***

- Understand that my volunteer services are without compensation and workers' compensation insurance is not being provided to me.
- Understand that my approval as a volunteer is required annually.
- Agree to work under the direction/supervision of the teacher or administrator to whom I am assigned and abide by school rules, regulations, policies.
- Agree to not directly administer discipline to students.
- Agree to not administer first aid, except in emergencies.
- Agree to maintain confidentiality of all student and staff information that I may work with or come in contact with while volunteering.

I have read and understand the Southern Tioga School Board Policy on Volunteers and the statements above. The information provided on this data sheet is true and complete to the best of my knowledge. I understand that falsified information may disqualify me from volunteering in the Southern Tioga School District.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal's Approval and Recommendation:**

I recommend this applicant as a volunteer for the \_\_\_\_\_ program during the \_\_\_\_\_ school year.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**District Office Confirmation:**

- State Police Clearance (Act 34) – Date \_\_\_\_\_
- Child Abuse History Clearance (Act 151) – Date \_\_\_\_\_
- TB Test Results/Doctor's Statement – Date \_\_\_\_\_
- Federal Background Check (Act 114) OR  Sworn Volunteer Affidavit
- Mandated Reporter Training Certificate – Date \_\_\_\_\_

Board approval date: \_\_\_\_\_

Office Staff Verification: \_\_\_\_\_