



VOLUNTEER MANUAL



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Note: Board Policy #916 states that all volunteers working with school children must secure Act 34 and 151 clearances. This Volunteer Manual outlines the policy and procedures to implement it.

All volunteers must:

Fill out the Volunteer Registration Form found on page 9 of this Volunteer Manual. You only need to register as a volunteer and submit clearances one time as long as you volunteer at least once a year.

Complete Act 34 and 151 clearance request forms and mail them to the appropriate agency with a \$10 money order for each clearance. **DO NOT** mail these clearance request forms to the school. When your clearances come back to you from these agencies, bring them to the school for copying and filing. Directions for completing the forms can be found on page 10 of this booklet.

AFTER YOU RECEIVE ALL OF YOUR CLEARANCE REPLIES, RETURN ALL COMPLETED FORMS TO THE SCHOOL OFFICE.

SCHOOL VOLUNTEERS

The Board recognizes that parent and community volunteers can make valuable contributions to the educational program. The use of volunteers is endorsed by York Academy Regional Charter School, subject to limitations of legal requirements, this policy, and administrative guidelines and directives.

Under no circumstances shall a volunteer be considered an employee of the York Academy Regional Charter School or receive wages or any other consideration for volunteer services. The School retains the right to eliminate any volunteer position or remove any person serving as a volunteer at any time.

Volunteers shall not be asked to assume the professional responsibilities of the School staff but will assume supportive roles with administrative approval and under the direction of a staff member.

Volunteers may be utilized for the purposes of supporting the educational program in areas that may include:

1. Tutoring of students
2. Supportive supervision of students. This supervision could occur in the classroom, hallways, field trips, and cafeterias.
3. Preparation of instructional materials.
4. Clerical assistance.
5. Classroom assistance.
6. Chaperoning
7. Athletic and co-curricular assistance.
8. Mentoring.

Qualifications for any volunteer and position shall be determined by the Chief Academic Officer (CAO). All volunteers will be screened by and work under the general direction of the CAO. The Parent Teacher Organization may be used when applicable and appropriate to help the CAO manage the volunteer program. Lists of volunteers will be reported to the Board on an annual basis or more often if needed.

Volunteers shall be required to have an Act 34 Criminal History Report and an Act 151 Child Abuse Report on file at the School before beginning any assigned duty.

Volunteers are not authorized to administer pupil disciplinary procedures but will make reports to the teacher or CAO of any infractions of the Code of Student Conduct.

The administration is authorized to include volunteers under the general liability insurance program and defend the volunteer in legal action arising out of the volunteer activity as long as the volunteer is working within the assigned activity and the limitations imposed as a part of this policy or administrative direction.

ADDITIONAL DISTRICT PRACTICES RELATING TO VOLUNTEERS

ACCIDENT REPORTS

Any accident involving a student, employee, or volunteer that occurs on school property must be reported to the school office using the appropriate School Accident Report Form. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues. After review by the administration, two additional copies will be made and forwarded to the school office.

CONFIDENTIALITY

It is expected that matters of confidential information or materials about students, staff, other volunteers, or school business will be maintained as confidential by anyone who may become aware of such information.

DRUG/SUBSTANCE ABUSE POLICY

It is the intent of the Board of Trustees of the York Academy Regional Charter School to make a good faith effort to maintain an alcohol and drug-free school environment. The following policy applies to all employees/volunteers of the York Academy Regional Charter School, whether part-time or full-time, during normal working hours and during other official work assignments by the School. The policy applies whether or not the assigned work is carried out in areas under direct operational control of the School.

It is the policy of the York Academy Regional Charter School that the manufacturing, dispensing, distribution, possession or use of alcohol or a controlled substance is prohibited in any workplace under operational contract of the School, or at any time while working/volunteering for the York Academy Regional Charter School. It is also the policy of the School that performance of work assignments while under the influence of alcohol or a controlled substance is prohibited. Nothing in this policy should be construed as applying to doctor prescribed medications.

Act 191 of the Pennsylvania Legislature of 1988 24 P.S. 5-527 requires that any employee of the York Academy Regional Charter School who is convicted of the delivery of a controlled substance or convicted of the possession of a controlled substance with the intent to deliver shall be terminated from his or her employment with the School (no matter where the violation occurred). The same policy will be applied to volunteers.

No employee or volunteer shall be required to participate in mandatory drug testing except where there are reasonable grounds that the employee or volunteer is engaged in activities involving drugs or alcohol in the workplace.

Definition: "Controlled substance" means a controlled substance in schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulations at 21 CF1300.11 through 1300.15.

FIRE AND EMERGENCY PROCEDURES

In case of fire:

In the event a fire starts in the building, use the following guidelines for reporting the fires:

1. If the fire is of a controllable nature (wastebasket or something that is very small in nature), use accessible means to douse it; I.E. water, fire extinguisher, etc., THEN:

- a. notify the office
 - b. have everyone evacuate the area as a precaution
2. If the fire is of major proportions, ring the emergency fire bell located nearest you and:
- a. follow the direction of the staff liaison concerning fire drill evacuation rules and procedures
 - b. individuals with limited mobility (crutches, wheel chairs, etc.) are to be provided individual attention. If necessary, they are to be carried from the building. ASK for extra help if needed!

Building re-entry – everyone must remain outside the building until notified by the authorities to re-enter.

In Case of Threat or Other Emergency:

In the event of other emergencies, the School has established certain procedures to be followed by the administrative and office staff. When a building evacuation is warranted, fire drill procedures should be followed.

General Information:

All school personnel must know the location of fire extinguishers and alarm boxes within the school building. Inflammable materials are to be kept in fireproof receptacles (e.g. metal).

FUNDRAISING

The Chief Academic Officer must approve the sales of all items to students as well as all other fundraising activities undertaken by volunteers. The School is liable for the payment of sales tax for sales of any items that are taxable under state law. The School has two options: (1) pay sales tax to the vendor upon purchase of items that are to be resold and are subject to sales tax (*this is the preferred and easiest method*) or (2) collect the sales tax upon resale of the item and notify the business office of the amount of sales tax collected. A check made payable to the School in the amount of the sales tax collected must be forwarded to the business office. The business office will then remit the required amount to the state. This applies to fundraising activities executed by the School or by one of the activity funds or clubs operating with the York Academy Regional Charter School's activity fund accounts. **PTOs may not use the School's sales tax exemption form for any purpose, including fundraising purchases.**

HARASSMENT POLICY

The York Academy Regional Charter School is committed to providing a safe, positive environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against anyone. This policy covers all students, staff members, contracted individuals, vendors, and volunteers in the school.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee and volunteer by publication in handbooks, orientation/training sessions and/or posting of notices/signs. No employee or volunteer of the School is exempt from this policy.

Offensive conduct or harassment may include but is not limited to:

- Offensive physical action, written or spoken language, and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.

- Expectations, requests, demands, or pressure for sexual favors.
- Slurs, jokes, posters, cartoons, and gestures that are offensive.
- Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:
 - There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
 - Such conduct has the effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interferes with a person's work performance.
 - A third party is offended by the sexual conduct or communications of others.

Harassment is considered a form of employee/volunteer misconduct. Disciplinary action, up to and including termination, will be taken against any employee/volunteer engaging in this type of behavior. Administrators or supervisory personnel are responsible for taking proper action to end such behavior. Any administrator, manager, or supervisor who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.

Anyone who believes they have been harassed is encouraged to report promptly, orally, and in writing, such incidents to the designated administrators. Complaints will be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the School's legal and investigative obligations. Under no circumstances will an employee/volunteer be penalized for reporting what they believe to be harassment under this policy.

SMOKING AND TOBACCO POLICY

In order to protect students, staff, and visitors from the safety and health hazards of smoking, and to promote a pleasant, smoke-free environment, the Board of Trustees prohibits smoking by any person in school buildings, in school buses, and on school grounds. This ban is in effect at all times and specifically includes the regular school program as well as all co-curricular and community events held on school property.

USE OF SCHOOL NAME

The name of York Academy Regional Charter School, any school groups, or any employees in their school-related capacity may not be used by any outsider, organization, or individual for the solicitation of advertising or any other consideration for merchants of the York Academy Regional Charter School without prior approval by the Board of Trustees.

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 secure and wear a volunteer badge while in school.
- ◆ **Confidentiality is important.** Remember that anything 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
- ◆ Please keep track of dates and/or hours you give in volunteer service. It is helpful to us to know how many hours of volunteer service our school is receiving each year.
- ◆ Remember – if you don't know, ASK! We'll 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 work.
- ◆ 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 that classroom.)
- ◆ 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.

FORMS YOU WILL NEED...and where to find them.

Volunteer Registration Form – to be completed and returned to the School office; form available in this manual.

Act 34 (Criminal Record Check) and Act 151 (Child Abuse History) Clearance Applications – to be completed and mailed to the state agencies listed on the forms; forms available in this manual. To expedite the process, Act 34 forms can be completed on the Internet at <https://epatch.state.pa.us/Home.jsp>. You will need a major credit card for the \$10 processing fee.

After you have received your clearances, return the original clearances and volunteer registration form to the school. Please wait until you have received all of the completed forms prior to submitting them to the York Academy Regional Charter School.

**YORK ACADEMY REGIONAL CHARTER SCHOOL
VOLUNTEER REGISTRATION FORM**

Name: _____

Address: _____

Phone: (day) _____; (evening) _____

Email Address: _____

Are you a parent of a YorkARCS student? _____ yes; _____ no

Do you have current (within the past twelve months) Act 34 and 151 clearances on file with the school? _____ yes; _____ no

If no, have you applied for these clearances? _____ yes; _____ no

Your signature indicates that you have received and read the Volunteer Manual and agree with the terms.

(Signature)

(Date)

Emergency Information

Name: _____

Birth Date: _____

Emergency Contact Name: _____

Relationship: _____

Phone (Home): _____; (Cell): _____; (Work) _____

Alternative Emergency Contact Name: _____

Relationship: _____

Phone (Home): _____; (Cell): _____; (Work) _____

Special Health Problems/Allergies/Current Medications: _____

Physician's Name: _____ Phone: _____

Hospital Choice: _____

In the event that I need emergency treatment requiring ambulance service and/or medical care, you have my permission to seek help as listed above or nearest MD/DO or ambulance/hospital available. I will assume responsibility for fees incurred by such an emergency (via my medical insurance if applicable).

Pennsylvania Child Abuse History Clearance Instructions:

- Type or print clearly and neatly in ink Section I only.
- Address must be Applicant's current home address.
- All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975.) This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
- Application must be signed.
- Enclose a \$10 money order payable to "Department of Public Welfare." No cash or personal checks are accepted.
- Do not make any mark in the "Purpose of Clearance" section. The appropriate block has already been checked for you.
- Application should be placed in a business-sized or larger envelope and mailed to: Childline and Abuse Registry, Department of Public Welfare, P.O. Box 8170, Harrisburg, PA 17105-8170, or you can deliver your application to local Senate or House of Representative offices.

Pennsylvania State Police Criminal History Request Form Instructions:

- Type or print clearly and neatly in ink Part I only.
- Address must be Applicant's current home address.
- All information must be completed in full.
- Enclose a \$10 money order payable to "Commonwealth of Pennsylvania." No cash or personal checks are accepted.
- The appropriate blocks have already been checked for you in the "Requester Identification" and "Reason for Request" sections. Please do not check any other blocks.
- Do not send any postage paid return envelopes.
- Applications should be placed in a business-sized or larger envelope and mailed to: Pennsylvania State Police Central Repository – 164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758, or you can complete the application on the Internet at:
<https://epatch.state.pa.us/Home.jsp>