



**Athens Area  
School District  
Volunteer  
Packet**



# Table of Contents

Getting Started	3
District Facilities	4
Accident Reports	5
Complaints	5
Confidentiality	5
Dress Code	6
Drug/Substance Abuse Policy	6
Fire and Emergency	7
Harassment Policy	8
Interactions with Students	9
Smoking and Tobacco Policy	9
Helpful How-Ta's	9
Preparing Your Packet Guidelines	10
Clearance Directions	11
Volunteer Application	Attached

# GETTING STARTED

As part of our ongoing efforts to ensure student safety, effective February 23, 2016, all volunteers will be required to complete a Child Abuse Background Check, Pennsylvania Criminal Background Check, FBI Fingerprinting Clearances (or PA Volunteer Residency Disclosure form). Anyone volunteering 10 hours or more a week must submit proof that they have satisfactorily passed a tuberculin test within the year prior to assignment. Forms, including instructions, are attached. Copies of the completed forms will be maintained in the District Administration Offices. This information is confidential.

School Board Policy 916 defines a volunteer as "one who voluntarily offers a service to the school district without compensation and has direct contact with student(s)."

## **Examples of Volunteers Requiring Clearances:**

Book Fair Volunteers

Field Trip Chaperones

Musical Chaperones

Clerical Helpers

Cafeteria/Playground Volunteers

Kid Writing Volunteers

## **Examples of Volunteers NOT Requiring Clearances:**

Junior Achievement Presenters

Dance Chaperones

Guest Speakers

Special Presenters

Fun Day Volunteers

Fund Raising Distributors

Track and Field Day Volunteers

Volunteers needing clearances are at the discretion of the Superintendent. Anyone without approved paperwork on file will not be permitted to volunteer.

## DISTRICT FACILITIES

**Administration Office**

100 Canal Street, Athens, PA 18810

570-888-7766

Fax: 570-882-6250

**Athens Area High School**

401 West Frederick Street, Athens, PA 18810

570-888-7766

Fax: 570-888-4038

**Harlan Rowe Middle School**

200 Wildcat Way, Athens, PA 18810

570-888-7766

Fax: 570-888-9536

**SRU Elementary School**

Church Street, East Smithfield PA 18817

Mailing Address: PO Box 38, East Smithfield, PA 18817

570-596-3171

Fax: 570-596-4141

**Audrielle Lynch - Ellen Bustin Elementary School**

50 Wildcat Way, Athens, PA 18810

570-888-7766

Fax: 570-888-8675

## **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 District accident report forms. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues. Accident report forms can be secured from the nurse's office.

## **COMPLAINTS**

Any person believing that a volunteer should not be allowed to continue volunteering within the district must make a written and signed complaint to the building principal. The principal must inform the Superintendent of all such complaints received. The principal must investigate the complaint and make a report of his/her findings to the Superintendent. All complaints and investigation reports will be kept confidential.

## **CONFIDENTIALITY**

To make sure that students, staff, and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff.

To help, here are some sample issues that can arise

"Wasn't it cute when John .... " No matter how innocent, cute, funny, or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

When parents ask you questions..... Many parents are tempted to ask you about how their children behave in school. This is especially likely if you are friends outside of school. It is not acceptable to put volunteers in this awkward position. If parents do have concerns, encourage them to talk to the class teacher.

When you see or overhear something .....As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the cafeteria) stays at school.

When a student tells you about their family, pet, vacation, etc ..... As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

When you have a concern.....If a student tells you something that causes you concern, or if you observe something that troubles you, tell the classroom teacher or, inform the principal if appropriate.

## **DRESS CODE**

Although there is no official dress code for volunteers, please use discretion and good taste. Remember, volunteers set an example for the students.

## **DRUG/SUBSTANCE ABUSE POLICY**

It is the intent of the Board of Directors of Athens Area School District 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 Athens Area School District, whether part-time or full-time, during normal working hours and during other official work assignments by the Athens Area School District. The policy applies whether or not the assigned work is carried out in areas under direct operational control of the School District.

It is the policy of the Athens Area School District that the manufacturing, dispensing, distribution, possession or use of alcohol or a control substance is prohibited in any workplace under operational contract of the District, or at any time while working/volunteering for the Athens Area School District, even if between locations. It is also the policy of the Athens Area School District 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 Athens Area School District who is convicted of the delivery of a controlled substance or the possession of a controlled substance with the intent to deliver shall be terminated from his or her employment with the District (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 CFR 1300.11 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:

- I. 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.
  
- II. If the fire is of major proportions, ring the emergency fire bell located nearest you
  - a. Follow the direction of the staff liaison concerning fire drill evacuation rules and procedures.
  - b. Individuals with limited mobility (crutches, wheelchairs, etc.) are to be provided individual attention. If necessary, they are to be carried from the building. ASK for extra help if needed!
  - c. 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 District has established certain procedures to be followed by the personnel. 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.



# HARASSMENT POLICY

The Athens Area School District 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 any person. This policy covers all District students, staff members, contracted individuals, vendors, and volunteers in the schools.

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 District 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 communication.
- Any type of physical contact when the action is unwelcome by the recipient.
- 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:
  - o There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
  - o Such conduct has the effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interferes with a person's work performance.
  - o 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 District'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.

## **INTERACTIONS WITH STUDENTS**

The following are guidelines for interacting with students:

- Avoid situations where you and a child are completely unobserved.
- Physical violence (including rough grabbing and shaking) should never be used on a child. If it is necessary to restrain a child for its own safety, or for the safety of another, then minimum force should be used for as short a time as possible.
- Do not assist with activities of a personal nature that children can do for themselves.
- Do not leave a child unsupervised.
- Do not initiate physical contact with a child.
- If a child seems distressed in any way or misunderstands/misinterprets something you have done, please report this to the teacher as soon as possible.

## **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 prohibits smoking by any person in school buildings, on school buses, and on school grounds, including personal vehicles on District property. 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.

## **HELPFUL HOW-TO's**

### **BASIC VOLUNTEER PROCEDURES**

- Be sure to sign in and out of the buildings each time you visit to volunteer.
- Always secure and wear a volunteer badge while in school.
- Be reliable. Call if you cannot be at school.
- Confidentiality is important. Remember that anything overheard concerning students or staff should never leave this 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 do not know-ASK! We 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 work.
- Be sure the students know your name - establish in the beginning how they are to address you. 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 students' 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.

## **PREPARING YOUR PACKET GUIDELINES**

- I. Obtain a Volunteer Handbook from the school building or administration office.
- II. If volunteering more than 10 hours a week:
  - a. Obtain a tuberculin test from your physician and submit results with volunteer packet.
- III. Complete all required clearances. If you need to send your clearance applications in on paper, please contact the Human Resources Office at 570-888-7766 ext 4246.
- IV. Complete Volunteer Application
- V. Once all forms are complete and clearances are returned from appropriate agencies, submit volunteer packet to the administration offices in person.

# Athens Area School District

## Volunteer Background Clearance Directions

### Act 34 State Police Criminal Background Check. **No Cost for volunteers.**

- **Electronic Submission:** You can go online for a quick response at <https://epatch.pa.gov/>. Please be sure to use the New Record Check link for volunteers only.
- **Once you have registered, you will need to print the certification form, which should be readily available to you.**
- **Once your clearance has been received, you must provide a copy to Athens Area School District.**
- **Paper Submission:** Complete form SP4-164 Request for Criminal Background Check
- Mail to:  
Pennsylvania State Police Central Repository - RCPU  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9758
- Remember to keep a copy of the form and the money order for your records.
- [Download the Criminal History Request Form - Volunteer Only SP4-164A](#)

### Act 151 Child Abuse History Clearance. **No Cost for Volunteers.**

#### **ONLINE APPLICANT PROCEDURES:**

- **Electronic Submission:** <https://www.compass.state.pa.us/CWIS>  
This will direct you to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: you will need an email address to create an account.  
Creating an account and submitting your clearance application online will give you access to your results, or the status of your results if your results cannot be processed immediately.  
**Once your clearance has been received, you must provide a copy to Athens Area School District.**
- **Paper Submission:** Complete CY113 form and mail it to the Department of Public Welfare. Please be sure to mark that the reason for the request is for volunteer status.
- [CY113 form - English Child Abuse Clearance](#)

### Act 114 FBI Fingerprints. **Volunteer cost is \$24.80**

- Please note that you may qualify for the Volunteer Waiver. If so, you will not be required to pay a fee. (Please see attached for eligibility.)

#### **ONLINE APPLICANT PROCEDURES:**

The fingerprint-based background check is a multiple-step process, as follows:

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 in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. **The Service Code for Volunteers in Public Education is 1KG6ZJ.** Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.
2. Fingerprint Locations: We may fingerprint you on-site at the Administration office at 100 Canal Street in Athens, PA. In order register with this office, please enter **SP-AASDCANAL** in the location search screen, then call Christine Middlecamp at 888-7766 x4279 to schedule an appointment.  
**Once your clearance has been received, you must provide a copy to Athens Area School District.**

### **Act 31 – Mandated Child Abuse Recognition and Reporter Training – No Cost.**

This is a 3-hour training that will be completed online at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Once the training is complete, please print your certificate of completion.

**When you receive the results of your clearances, you will need to provide Athens Area School District, Human Resources with proof of the ORIGINAL copies. Contact Morgan Orcutt, Human Resources Coordinator at 570-888-7766 ext. 4248 or by email at [morcutt@athensasd.k12.pa.us](mailto:morcutt@athensasd.k12.pa.us)**

# ATHENS AREA SCHOOL DISTRICT VOLUNTEER APPLICATION

Name \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-Mail \_\_\_\_\_

For which volunteer assignment are you applying? \_\_\_\_\_

Availability:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

\_\_\_ AM \_\_\_ PM \_\_\_ All Day

Please indicate which school(s) you would like to work in:

SRU Elem \_\_\_ Lynch-Bustin Elem \_\_\_\_\_ Harlan Rowe Middle \_\_\_\_\_ Athens Area High School

If Volunteer Coaching, which grade level? \_\_\_\_\_

Have you ever applied to or been employed by Athens Area School District? \_\_\_\_\_

if so, when? \_\_\_\_\_

Educational Background:

High School	Location	Degree	Graduation Date
Post-Secondary	Location	Degree	Graduation Date

Check the type of volunteer work you would like to do:

<input type="checkbox"/> Assist Teacher in classroom	<input type="checkbox"/> Clerical or Library work
<input type="checkbox"/> Assist Teacher with parties/events	<input type="checkbox"/> Athletics/Coaching
<input type="checkbox"/> Accompany class on field trip	
Other: Please Describe	

# ATHENS AREA SCHOOL DISTRICT VOLUNTEER APPLICATION

Expertise: Special Skills/Hobbies/Interests/Sport Participation

---



---



---

Other e.g. courses in First Aid, CPR emergency, etc. \_\_\_\_\_

List any restrictions or conditions of your availability as a volunteer: \_\_\_\_\_

---

Please list the names of children currently attending Athens Area School District

Name	Grade	School

## Documents Required

(To be presented prior to commencement of assignment)

- Photo Identification
- Pennsylvania Criminal Record Check (Formerly Act 34)
- Pennsylvania Child Abuse Clearance (Formerly Act 151)
- FBI Fingerprint Record Check (Formerly Act 114) OR
- Pennsylvania Volunteer Residency Disclosure Release
- Tuberculosis Test (Only needed if volunteering more than 10 hours per week)

My signature below indicates that I have completed this application accurately and truthfully. I understand that misrepresentation of factual information herein is cause for termination as a volunteer. I **understand that the appropriate clearances will need to be performed with my application and agree to be responsible for any fees involved.** I further understand if there is more than a 12-month break in continuous service, a new application and clearances will be required.

Signature \_\_\_\_\_ Date of Application \_\_\_\_\_