

# Northern York County School District

## Volunteer Handbook



### MISSION

*Intellectually Prepared,  
Civically Engaged,  
Personally Responsible*

*[www.northernpolarbears.com](http://www.northernpolarbears.com)*

Steven Kirkpatrick, Superintendent

## **SCHOOL BUILDINGS AND CONTACT INFORMATION**

<b>DILLSBURG ELEMENTARY SCHOOL</b>	
Address	202 S. Chestnut Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1400
Principal	Mrs. Lyndsey Quintana
Secretary	Mrs. Tina Welker

<b>NORTHERN ELEMENTARY SCHOOL</b>	
Address	657 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1500
Principal	Miss Joyce Cal
Secretary	Mrs. Cindy Gayman

<b>SOUTH MOUNTAIN ELEMENTARY SCHOOL</b>	
Address	711 South Mountain Road, Dillsburg PA 17019
Phone	717-432-8691, extension 1700
Principal	Mr. David Echelmeier
Secretary	Mrs. Amber Shearer

<b>WELLSVILLE ELEMENTARY SCHOOL</b>	
Address	1060 Zeigler Road, Wellsville PA 17365
Phone	717-432-8691, extension 1600
Principal	Mrs. Melinda Vazquez
Secretary	Mrs. Melissa Barber

<b>NORTHERN MIDDLE SCHOOL</b>	
Address	655 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1300
Principals	Mrs. Sylvia Murray (Principal); Mr. Troy Sauer (Asst. Principal)
Secretaries	Mrs. Amy Derr; Mrs. Beth Myers

<b>NORTHERN HIGH SCHOOL</b>	
Address	653 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 2000
Principals	Mr. Steve Lehman (Principal) Mr. Ryan Edwards (Asst. Principal); Mr. Mike Walker (Asst. Principal)
Secretaries	Mrs. Michelle Eshenour; Mrs. Ann Marie Phipps

Welcome to Northern York County School District (NYCSD)! Thank you for your decision to share your time and talents with our staff and students. Volunteers are an integral part of the educational, athletic, and extracurricular programs at NYCSD. This handbook provides important information on how to become an approved volunteer and the volunteer's role and responsibilities. Below is a checklist of items which must be obtained prior to being approved to volunteer within the District. Volunteer forms are available online at: <http://www.northernpolarbears.com> ("For Parents" Tab).

### **REQUIRED PAPERWORK FOR ALL VOLUNTEERS:**

- ☐ **Volunteer Information Form**
- ☐ **A Tuberculosis Examination (TB test - dated less than 90 days old)**
- ☐ **PA Child Abuse History Clearance (dated less than 5 years old)**
- ☐ **PA State Police Criminal Record Check (dated less than 5 years old)**
- ☐ **FBI Background Check (less than 5 years old) OR Volunteer Verification Form**

**The FBI Background Check is not required if you sign the Volunteer Verification Form, certifying that you:**

- Have been a resident of PA during the entirety of the previous ten year period;
- Have not been named in a founded report of child abuse committed within the last 5 years;
- Have never been arrested or convicted of any offenses listed on the Volunteer Verification Form.

The cost of the FBI clearance (if needed) and TB test are the responsibility of the volunteer. After you have obtained/completed ALL of the required items listed above, please contact the building secretary at the school where you intend to volunteer to provide your completed forms. Please do NOT mail original clearances to the District; they cannot be returned. The District cannot review or hold partially completed volunteer paperwork; only volunteer applications containing all five completed items can be reviewed. Once your paperwork is reviewed and approved by the building principal, you may begin volunteering. Current NYCSD employees do not need to obtain new clearances to volunteer.

*Although the District welcomes and encourages community volunteers, precautions must be taken to keep our students and staff members safe. The building principal shall have the right to exclude any person as a volunteer if the principal, in his/her judgment, believes the participation of that person as a volunteer does not serve the best interests of the students, the school or the District.*

## HOW TO OBTAIN CLEARANCES:

Act 153 requires PA school volunteers (as defined in School Board Policy 916) to provide clearances prior to approval to volunteer and every 5 years thereafter. All clearances can now be requested electronically (the FBI clearance also requires a fingerprint submission). If you prefer to use paper applications, they may be downloaded at our website at:

<http://www.northernpolarbears.com> ("For Parents" Tab), or by contacting Maureen Ross 717-432-8691 ext.1104 or [mross@northernnyork.org](mailto:mross@northernnyork.org). You may also contact any building secretary.

### **PA STATE POLICE CRIMINAL RECORD CHECK (Act 34)**

Apply for the criminal record check clearance online with the Pennsylvania State Police at <https://epatch.state.pa.us/Home.jsp>

Click "New Record Check (Volunteers Only)" and follow the instructions. You do NOT need a notarized copy. If you have questions about the Pennsylvania State Police Request for Criminal Record Checks Volunteer form (SP4 164A), please call: (717) 783-9973 or toll free 1-888-783-7972.

### **CHILD ABUSE HISTORY CLEARANCE (Act 151)**

The Pennsylvania Child Abuse History Clearance application can be submitted online. At the website, you will be directed to the Child Welfare Portal where you must create a Keystone account or log in if you already have an account. When creating a Keystone account, you will be sent a temporary password via email to use to login to the system. Once you login for the first time, you will be prompted to change your password. **For Application Purpose, you will select "Volunteer Having Contact with Children".** Website:

<https://www.compass.state.pa.us/CWIS>

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

### **FBI CRIMINAL BACKGROUND CHECK (Act 114)**

Fee of \$22.60 is payable to IDEMIA. The fingerprint background check is a multiple-step process:

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 online or over the phone. The registration website is: <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, demographic data is collected along with notices about identification requirements. When registering on-line, use Service Code **1KG6XN** to ensure the correct agency. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay again.

2. **Payment** - The applicant will pay a fee of \$22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as money orders or cashier's checks will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.
3. **Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.
4. **Fingerprinting** - At the fingerprint site the applicant's qualified State or Federal photo ID is reviewed before processing the applicant's transaction. A list of approved ID types may be found on the IDEMIA website at <https://uenroll.identogo.com> . After the identity of applicant is established, all fingers are scanned.
5. **Report Access** – For the District to access the official report via the electronic system, applicants must present their UEID (as shown on the receipt provided after fingerprint capture). If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (<https://uenroll.identogo.com/>) and simply check status of their file by providing personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID. The school is **required to review the official CHRI online**.

### **Suggestions for Volunteering with Students**

- A student's name is very important. Make every effort to remember and use the names of the students with whom you are working.
- Be sure the students know your name and how you wish to be addressed.
- Demonstrate your interest in students by listening to them.
- Help build self-esteem by focusing on the positives!
- Discuss student behavior/progress ONLY with the teacher.
- Be a great role model! Students will model the behaviors they see adults displaying.

### **Important Reminders:**

- Check in at the Main Office upon arrival to obtain an ID Badge.
- Please respect the learning environment by **silencing your cell phone** during your volunteer shift.
- Younger siblings, infants, or children are not permitted in the building while you are volunteering.

- Be reliable. Please call ahead if you cannot report as scheduled.
- Respectful communication with students and staff is expected at all times, including all verbal and written communications.
- Adhere to classroom rules, routines, and processes established by the classroom teacher.

### **Confidentiality:**

During your volunteer assignments, you may encounter confidential medical, behavioral, or financial information regarding students and staff. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Please remember to keep all school experiences strictly confidential.

### **Mandatory Reporting of Child Abuse:**

As a volunteer of Northern York County School District, you are considered a "Mandatory Reporter" of suspected child abuse under the Child Protective Services Law. A mandated reporter must make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The mandated reporter comes into contact with the child through a regularly scheduled program, activity or service.
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or by calling 1-800-932-0313. After making the report to ChildLine, you are required to immediately thereafter notify the person in charge of the institution, school, facility or agency or the designated agent of the person in charge (building principal). The identity of the person making the report is kept confidential with the exception of being released to law enforcement officials or the district attorney's office. The penalties for a mandated reporter who willfully fails to report child abuse range from a misdemeanor of second degree to a felony of the second degree.

If you have questions, please ask! Thank you for your investment in Northern York County School District. We hope your volunteer experience will be a positive and rewarding one.

## Northern York County School District Volunteer Information Form

The Northern York County School District welcomes and encourages volunteers in its schools and classrooms. For the safety of District students and staff members, all volunteers must complete the Volunteer Information Form prior to having contact with students. Please refer to Board Policy 916 and the Volunteer Handbook for more information.

Formal Legal Name: \_\_\_\_\_

First Name

Middle Name

Last Name

Maiden Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers: \_\_\_\_\_  
Home Cell

Volunteer Coach for \_\_\_\_\_

My signature below indicates that I have read, understand, and agree to comply with NYCSD Volunteer procedures as outlined in the Volunteer Handbook. I certify that the information presented on this form is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

\_\_\_\_ Volunteer Information Form Date Completed \_\_\_\_\_

\_\_\_\_ TB Test Date Completed \_\_\_\_\_

\_\_\_\_ PA Child Abuse Clearance (Act 151) Date Completed \_\_\_\_\_

\_\_\_\_ PA State Police Criminal History Check (Act 34) Date Completed \_\_\_\_\_

\_\_\_\_ Volunteer Verification Form **OR** Date Completed \_\_\_\_\_  
FBI Background Check (Act 114)

\_\_\_\_ Form of ID Presented \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_ **Approved to Volunteer** Athletic Director Signature \_\_\_\_\_



**Volunteer Verification**  
***for exemption from FBI Federal Criminal History Clearance***

The Child Protective Services Law requires all volunteers to complete three clearances, including the FBI Federal Criminal History Clearance. However, the Law includes a limited exception which exempts a prospective volunteer from the FBI clearance if both of the following conditions apply: (1) the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period; and (2) the prospective volunteer swears or affirms in writing that he/she is not disqualified from service by reason of criminal history. If you have lived outside Pennsylvania at any point during the prior ten (10) years, you are not eligible for the exemption and this Verification form does not apply to you. If properly completed, this Verification form will excuse eligible volunteers from the FBI Federal Criminal History Clearance.

Please read the statements below. If the statements are true and apply to you, please sign and date the Verification at the bottom. If you have any questions about this Verification or your eligibility, you must contact the District before submitting the Form.

- I swear and affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period.
- I swear and affirm that:
  - 1. I have never been named in the Statewide database as the perpetrator of a founded report of child abuse committed within the last five (5) years.
  - 2. I have never been arrested or convicted of the following offenses under the Pennsylvania Crimes Code or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:

Chapter 25 (relating to criminal homicide).  
Section 2702 (relating to aggravated assault).  
Section 2709.1 (relating to stalking).  
Section 2901 (relating to kidnapping).  
Section 2902 (relating to unlawful restraint).  
Section 3121 (relating to rape).  
Section 3122.1 (relating to statutory sexual assault).  
Section 3123 (relating to involuntary deviate sexual intercourse).  
Section 3124.1 (relating to sexual assault).  
Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).  
Section 3127 (relating to indecent exposure).  
Section 4302 (relating to incest).  
Section 4303 (relating to concealing death of child).  
Section 4304 (relating to endangering welfare of children).  
Section 4305 (relating to dealing in infant children).  
A felony offense under section 5902(b) (relating to prostitution and related offenses).  
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).  
Section 6301 (relating to corruption of minors).  
Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

I make this statement and submit this Verification under penalty of perjury as more fully set forth in 18 Pa. C.S. § 4904.

\_\_\_\_\_  
Prospective Volunteer Signature

\_\_\_\_\_  
Date