

Northern York County School District

Volunteer Handbook



MISSION

*Intellectually Prepared,
Civically Engaged,
Personally Responsible*

www.northernpolarbears.com

Dr. Eric Eshbach, Superintendent

Mr. Jason Beals, Assistant Superintendent

SCHOOL BUILDINGS AND CONTACT INFORMATION

DILLSBURG ELEMENTARY SCHOOL	
Address	202 S. Chestnut Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1400
Principal	Dr. Patricia Franko
Secretary	Mrs. Tina Welker

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

SOUTH MOUNTAIN ELEMENTARY SCHOOL	
Address	711 South Mountain Road, Dillsburg PA 17019
Phone	717-432-8691, extension 1700
Principal	Mr. David Echelmeier
Secretary	Mrs. Jane Gayman

WELLSVILLE ELEMENTARY SCHOOL	
Address	1060 Zeigler Road, Wellsville PA 17365
Phone	717-432-8691, extension 1600
Principal	Miss Faithe Rotz
Secretary	Mrs. Melissa Barber

NORTHERN MIDDLE SCHOOL	
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. Gail Peck; Mrs. Beth Myers

NORTHERN HIGH SCHOOL	
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. Amy Derr

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. All 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 of the 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 you intend to volunteer to review and copy 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 has been reviewed and approved by the building principal, you may begin volunteering.

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.

Current NYCSD employees do not need to obtain new clearances in order to volunteer.

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. 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)

All applicants will now receive an unofficial copy of their report. Fee of \$22.60 is payable to IDEMIA. 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>. 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. Using the correct service code ensures the background check is submitted for the correct purpose. 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 with the process 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 for the background check 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 payable to **MorphoTrust** 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 fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the IDEMIA website at <https://uenroll.identogo.com>. After the identity of the applicant has been established, all fingers are scanned. The fingerprint capture process should take no more than five minutes.
5. **Report Access** – For the public or private school to access the official report via the electronic system, applicants must present their **UEID** to the hiring entity (as shown on the receipt provided after fingerprint capture). This process allows an applicant to provide multiple potential employers with their **UEID**, as the report is linked to the UEID number and not assigned to a specific school. 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 alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID. Applicants will receive an unofficial copy of their report. However, the school is **required to review the official CHRI online** and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.

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 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.