



Volunteer Manual

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CORE VALUES

WE believe in Soaring to Success by building strong
**Character, Academics, Relationships, and Entrepreneurs
for a life of leadership!**

Message from our Principal...

Welcome to Volunteer Service with Penn Hills Charter School of Entrepreneurship!

We are excited that you are considering or have already made the decision to volunteer your time and talents to the students of the Penn Hills Charter School of Entrepreneurship (PHCSE).

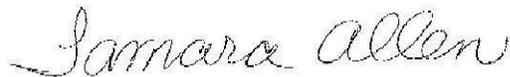
School volunteers have the opportunity to enhance the educational experience in so many ways:

- Helping to ensure that vital programs like music, sports, and the arts are available for our students
- Aiding and assisting teachers in their work of educating the children in our community
- Supporting extracurricular activities through coaching, advising, and fundraising
- Caring for the most important people in our schools – our students

This volunteer manual is intended to be an (online) resource to provide you with links to all of the information you will need to ensure that your volunteer experience is a positive one. We hope that you will find this manual useful.

Thank you for your willingness to share your skills, talents, time, and energy with our students. Your support is critical to the success of our school. You are a role model for all of our students of what it means to give back to your community.

Best Regards,



Tamara Allen
Principal/CAO

“We appreciate the help and support we receive from our volunteers.”

VOLUNTEER DEFINITIONS

A *Volunteer* is an adult (18 years of age or older) individual serving in an unpaid position with PHCSE. Volunteers who are responsible for a child's welfare or who have "direct volunteer contact" with children at the school - meaning the care, supervision, guidance, or control of children or routine interaction with children will be required to obtain clearances. "Routine interaction" means "regular and repeated contact that is integral to a person's volunteer responsibilities." **In accordance with Act 15 of 2015.**

Types of PHCSE Volunteers:

Volunteers not requiring clearances

Mere visitors are not normally required to obtain background checks to the extent that such visitors are not responsible for a child's welfare or are visiting the school irregularly and not providing for the care, supervision, guidance, or control of children. Some examples of situations where such visitors normally would not be required to have background checks would include but are not limited to: Back-to-School nights, parent/teacher conferences, school assemblies, school concerts, assisting with school birthday parties, parent guest readers, chaperones for field trips or dances (so long as not routine or responsible for the child's welfare), Halloween parades, collecting tickets to sporting events, working concession stands, participating in "Micro Night," etc. In this capacity, school visitors do not need clearances. .

Volunteers requiring clearances

Persons who are responsible for the child's welfare or who wish to visit the school regularly to serve as volunteers and to provide for the care, supervision, guidance or control of children would be required to have background checks. Some examples of persons needing background checks would include but not be limited to regular classroom volunteer assistants, recess and library volunteers, volunteer coaches/club advisors and chaperones for field trips or dances (where routine or responsible for the child's welfare).

How to Become a Volunteer

Those interested in becoming a volunteer should submit a completed Volunteer Registration Form to the school. You may also contact the school at 412.793.6471 to inquire about volunteer opportunities.

Volunteers are needed at all grade levels and in a variety of areas including:

- Tutoring
- Student mentoring
- Parent Teacher Association
- Reading to students
- Chaperoning events and trips
- Campus beautification and more...

Business Owners/Professionals Needed

PHCSE is also interested in seeking business owners and professionals who would like to offer job shadowing experiences to students, provide community service opportunities, or conduct presentations on transitioning from school-to-career.

VOLUNTEER REGISTRATION

To register as a volunteer with the school, please complete and submit the following forms, clearances and certifications to the Main Office.

Instructions and links to clearance application sites are located in the Obtaining Clearances section on page 8 of this manual:

- Volunteer Registration Form
- Volunteer Emergency Contact Form
- PA State Police Criminal History Report
- PA Department of Human Services Child Abuse Report
- Federal Criminal History Report - PLEASE ENSURE YOU ARE REGISTERING THROUGH PDE –OR- a written statement confirming Pennsylvania residency during the entirety of the previous 10 years (included in the Self-Reporting Commitment Form)
- Results of a tuberculosis test completed within the last 60 days (School Code Section 1418)

Additional Notes:

- All required documents will be retained by PHCSE Human Resources office.
- Individuals will not be permitted to serve as Volunteers at PHCSE unless they have submitted the appropriate clearances.
- PA State Police and PA Department of Human Services Clearance reports dated no more than 5 years prior to the Volunteer Registration date may be submitted
- Federal Criminal History Clearance report and/or Cogent ID dated no more than 5 years prior to the Volunteer Registration date may be submitted (if necessary)
- Cost of completing clearances is the responsibility of the volunteer:
 - PA State Police Criminal History Report - **FREE for volunteers**
 - PA Department of Human Services Child Abuse Report - **FREE for volunteers**
 - Federal Criminal History Report - \$25.75 (**not required if you have lived in PA for the past 10 years**)
- Volunteers will be eligible to volunteer upon submission and approval of all required documents so long as not otherwise prohibited by law
- All volunteers will be required to submit new clearance reports within 60 months from the date of the oldest report

School Guidelines Concerning Volunteers

- 1) If, under the pertinent laws or regulations, the criminal history/child abuse/FBI report would preclude the volunteer from being hired as an employee, that person may not be a volunteer.
- 2) Should a volunteer cease volunteering with PHCSE for a period of one (1) school year, they will be required to acquire new clearances.
- 3) 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.
- 4) Any school volunteer program that will require additional financial support from the school budget will require a formal approval from Administration and may require approval by the Board prior to implementation.
- 5) Volunteers will be provided training in order to perform the specific duties associated with their assignments.

6) The Administration/designee shall assume general authority and responsibility over all volunteers serving at the school.

7) Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in PHCSE.

REGISTRATION PROCEDURES

All potential volunteers will receive a registration packet, the PHCSE Volunteer Manual and a copy of the School Board of Trustees Policy 2.1 - Clearance Policy for Volunteers. Volunteers shall meet all standards that may be established by federal, state, or local government, or by the school or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations and shall adhere to all rules, regulations, and administrative guidelines governing the conduct of the school's employees and visitors.

CONFIDENTIALITY

No volunteer shall be permitted to access, review, disclose, or use confidential student information or participate in conversation in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individual education plans, health data, family background information, and any other verified or unverified information contained in a student's file maintained by the teachers or administrators. If volunteers have questions about the confidentiality of student information, they are requested to consult with Administration.

Each volunteer shall keep strictly confidential all information she/he may learn during the course of performing services about the students enrolled in the school except in those instances that could jeopardize the safety or well-being of a student. In those instances volunteers should report their concern directly to the building administrator.

USE OF FACILITY

Because of increased use of the school facilities, both during and after the school day, planning is important. All tentative dates for activities and special programs must be cleared with Administration/designee prior to organizing the activity and appropriate paperwork completed. Appropriate volunteers and personnel must be available to

attend the event before approval will be given. Staff members or volunteers who need access to the building beyond those hours should make arrangements through the main office.

Basic Volunteer Procedures

- Be sure to sign in/out in the main office of the building each time you volunteer.
- Please provide a valid government issued ID at the main office.
- ALWAYS wear a VISITOR sticker while performing volunteer duties.
- Be reliable; call if you cannot be at school.
- Confidentiality is highly 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 their preferred method of dealing with day-to-day situations).
- 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 you work with.
- 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!
- 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.

OBTAINING CLEARANCES

PA State Police Criminal History Reports are available online through the **PATCH website**. To obtain your free clearance, select: **“New record check”** (*Volunteers only*)

Or applicants may also use Form SP-164, Pennsylvania State Police Request for Criminal Record Check, and mail a money order to the PA State Police with the application. The form may also be downloaded from the PATCH website.

PA Department of Human Services Child Abuse Reports are available through the State's COMPASS system.

- To Register on COMPASS:
 - Go to the **COMPASS website**.
 - Select 'Create a New Account' and complete all information to get a username.
 - COMPASS will email a temporary password.
 - Return to the **COMPASS website** and login using your username and temporary password.
 - Create and remember your own password
- To request clearances on COMPASS:
 - Go to the **COMPASS website**
 - Login
 - Read information and disclaimers
 - Scroll to the bottom of the page and select 'Continue' on the right hand side of the page
 - Re-enter you username and password
 - Select 'Create Clearance Application'
 - Read the information on the 'Getting Started' page
 - Select 'Begin' at the bottom right of the page
 - Select 'Volunteer - Having contact with children...' for your free clearance report
 - Complete and submit application

The Federal Criminal History Report requires fingerprinting (not necessary if you have lived in PA for the past 10 years). 3M Cogent manages the fingerprinting process for the PA Department of Education. Applicants must register prior to completing fingerprints.

- To complete online:
 - Go to the **3M Cogent website**
 - Select Pennsylvania Department of Education (PDE) - this is very important as the District cannot accept clearances through the Department of Human Services
 - Select Register Online
 - For Payment Type, select 'applicant pay'
 - Complete registration and payment of \$25.75 online using a credit or debit card
 - Go to a fingerprint location. Locations may be found on the **3M Cogent website**
- Telephone registration is also available by calling 1-888-439-2486 Monday through Friday, 8:00 a.m. to 6:00 p.m. EST.

**FAILURE TO COMPLY WITH ALL OF THE ABOVE CLEARANCE INSTRUCTIONS
WILL CAUSE CONSIDERABLE DELAYS.**

Volunteers must ensure that up to date clearances are on file at PHCSE. New clearances must be obtained every five years. Clearances on file will expire five years (60 months) from the date on the clearance document. If "current" clearances are not on file, volunteers will not be permitted to volunteer until updated clearances are provided.

OBTAINING TUBERCULOSIS TEST RESULTS

Tuberculosis testing may be completed by scheduling an appointment with your family physician or by visiting a testing location, which may charge a fee.

VOLUNTEER REGISTRATION FORM

Name: _____

Address: _____

Phone: (day) _____ (eve) _____

E-mail address: _____ @ _____

Are you a parent of a current Penn Hills Charter School of Entrepreneurship student? _____

Student's name: _____ School: _____

Student's name: _____ School: _____

Student's name: _____ School: _____

Are you a PHCSE employee: Yes or No (circle choice)

Position: _____

Do you hold current Act 34, Act 151 clearances that are within 12 months old? _____

Do you hold a current Act 114 (if required) that is within 12 months old? _____

Have you applied for these clearances? _____

* Your signature indicates that you have received the Volunteer Manual and agree to comply with the terms of the Volunteer Manual and all school policies *

(Volunteer Signature)

(Date)

Please complete entire Registration Form and submit to administrative support in the main office.

VOLUNTEER EMERGENCY CONTACT FORM

Name: _____ **10**

Bldg. /Dept.: _____ Date: _____

Address: _____

Birthdate: _____ Physician: _____

Physician Phone: _____

Health Problems/Allergies/Medications/Etc. we should know about:

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone: 1. _____ 2. _____

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 the nearest MD/DO or ambulance/ hospital available. I will assume responsibility for fees incurred by such an emergency.

My medical insurance carrier, if applicable is:

Once you have volunteered for three (3) events in the current school year, please submit this form to the main office.

PHCSE Signature & Date:

Volunteer Clearances Q&A

What will the school do with my clearances once I submit them?

The school representative will document the clearance information in a database that can be accessed by administrative personnel. The database will include the names of approved volunteers as well as the expiration dates for each individual clearance. A copy of the clearances/exception forms will be maintained in the school for a period of five years at which point the clearances will be destroyed.

Can someone else submit my clearances for me?

Yes. Another individual is permitted to submit clearances on your behalf. They will need to follow the submission procedures noted earlier.

Do all volunteers have to submit clearances?

Only those volunteers responsible for a child's welfare or who have "direct volunteer contact" with children at the school - meaning the care, supervision, guidance, or control of children or routine interaction with children will be required to obtain clearances.

Will volunteers receive ID cards once approved?

Special ID cards will not be distributed to approved volunteers. The names of approved volunteers will be kept in a shared database accessible to administrative staff.

Will I be notified when my clearances are expiring?

Yes, the administrative support staff will send an automatic reminder to individuals when their clearances are 90 days from expiring.

All of my clearances have different dates. What date(s) will the school use in determining an expiration date?

The expiration date for all clearances will be noted in the volunteer database. The school will use the oldest clearance to determine an official expiration date.

I already have my clearances. Will I need to get new ones?

Act 153 as amended stipulates that clearances are good for 60 months from the effective date. You can submit your current clearances as long as they are less than five years old.

Who is responsible for accessing the database at the school level and how are the name of approved volunteers shared with the organizers of various activities?

PHCSE will identify specific employees who will have access to the approved volunteers database. If an event is planned that will require the use of volunteers, the organizer of the event will work with Administration/designee to ensure that these volunteers have provided the appropriate clearances.

Penn Hills Charter School of Entrepreneurship
200 Penn School Drive
Verona, PA 1547

Board of Trustees Policy

CLEARANCE POLICY FOR VOLUNTEERS

Penn Hills Charter School of Entrepreneurship ("Charter School") parents who volunteer on behalf of Charter School and may be alone with small groups of students or an individual student, must have FBI clearance, Pennsylvania Child Abuse and Criminal Record clearances.

Examples of parent volunteer situations requiring clearances include but are not limited to:

- Homeroom parents
- Working with small group of students or individual students
- Driving a team/ group to an activity
- Chaperoning a student-only event
- Assisting in a classroom

Parents do not need clearances for:

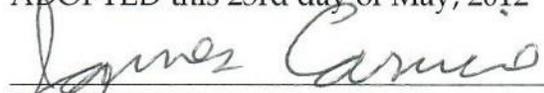
- Attending a classroom presentation or party
- Attending a school-sponsored event

Parent clearances are accepted and considered valid when the date of the clearance is within one calendar year of the date of receipt by Charter School.

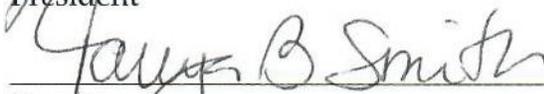
Parent clearances must be updated upon request by Charter School.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this 23rd day of May, 2012



President



Secretary