

Manheim Township School District



# **District Volunteer Guidelines**

*What You Need to Know to Be a Volunteer  
In the Manheim Township School District*

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## Mission Statement

Our Mission: Nurture and challenge for success.

## Welcome Statement

Welcome to Manheim Township School District and thank you for your willingness to be a volunteer. It is our hope that you will feel the value of being involved with our schools and with our students through your participation in our programs. The time you give to our district is appreciated and helps make this a great place to be.

## Why Volunteers Are Important

The many programs that are available to our students often depend on volunteers to help make them successful. Being a volunteer connects our community to the students and provides opportunities for students to strengthen skills and experiences because of your involvement. As a volunteer you can be a role model who continues to develop the academic excellence in our students and enhance their educational experience at Manheim Township.

# What I Need To Know To Be A Volunteer

## MTSD School Board Policy 916

MTSD School Board policy 916 describes in more detail the guidelines outlined in this document. You will need to become familiar with the definitions and policy of being a district volunteer. Policy 916 is available on the district website: [www.mtwp.net](http://www.mtwp.net)

- Click on the **School Board** tab.
- Scroll down to **Policies**.
- Locate Policy 916 under **Community**.

## Necessary Clearances To Be A Volunteer

Thank you for choosing to be a volunteer in our district! Per School Board Policy 916, the Manheim Township School District requires **ALL** volunteers to provide the standard clearances, dated within the last year, listed below:

### Child Abuse Background Check *(No cost. Valid for 5 years)*

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

1. Create a Keystone Account, if you do not have one already.
2. Select: **Volunteer**
3. **Volunteer Category:** 'Other'
4. **Agency Name:** *Manheim Township School District*
5. Once completed, print out certificate and bring to the District Office.

### PA Criminal History Check *(No cost. Valid for 5 years)*

<https://epatch.state.pa.us/>

1. Click on "New Record Check (Volunteers Only)" and complete all required fields.
2. Print the "Record Check Request Results" page.
3. Once information is reviewed, print out the PA Criminal History Check.

### PA Residency Affidavit *(See Page 5 in this guide)*

*(If you have been PA resident for previous consecutive 10 years)*

### **IF NOT, YOU WILL NEED...**

### FBI Idemia Fingerprint Check *(For a PA resident less than 10 years or not consecutive years)*

*(Cost: \$22.50. Valid for five years.)*

<https://uenroll.identogo.com/> Input Service Code: **1KG6XN**

Please bring in:

1. The "unofficial copy" of the letter, which will be mailed to you (please allow several weeks)
- OR**
2. Proof of fingerprint submission receipt with the "**PAE or UEID #**" number on it  
**(Through Dept. of Education).**

**Please note:** The individual applying for clearances must bring in their own clearances. We cannot accept clearances from a spouse. **Specific drop-off hours are listed on our website.** *If you have specific questions about volunteer clearance procedures, please contact: **Human Resources at 717-569-8231.***

## PDE 6004 (Act 24) Arrest and/or Conviction Report

Once approved as a district volunteer, every school year thereafter until renewal of your clearances are required, an *Arrest and Conviction Report* must be completed. Please submit the PDE 6004 form to just one of the buildings where you are volunteering. (See Appendix).

## Affidavit For Pennsylvania Residents

This form is for persons who have been residents of the Commonwealth of Pennsylvania during the entirety of the previous 10-year period and who are applying to serve as volunteers in the schools of the Manheim Township School District. Applicants must provide the Manheim Township School District with the completed PA Residency Affidavit prior to volunteering. A Pennsylvania residency form is located on the MTSD Volunteer website and is also included in the Appendix of this packet.

## TB Test

If you are volunteering over ten (10) hours per week and will have direct contact with students, you must provide Tuberculosis skin test documentation. Please see your physician for this documentation.

## MTSD Confidentiality Agreement

Before you begin volunteering, all volunteers must sign and adhere to the **MTSD Confidentiality Agreement** (see Appendix):

*"I understand that as a volunteer in the Manheim Township School District, all student and staff information is confidential. I agree that I shall not access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I understand that any breach of these confidentiality requirements will result in the revocation of my status as a volunteer for the Manheim Township School District."*

**All clearances and personal information is kept confidential and is maintained by the MTSD Human Resources Department.**

# Expectations for Volunteers

## Confidentiality As A Volunteer

Confidentiality is a critical component to being a volunteer in the schools or as a coach. You will hear student conversations, see interactions among students in the classroom, and trust, as a volunteer, will develop. There is an expectation of confidentiality and privacy of information when working as a volunteer with students. Information that students may share with you about their personal or private lives is confidential and is not to be shared. If you hear information that may be considered a threat, or a concern regarding a student's well-being, please talk to the teacher, principal, coach, or supervisor. All volunteers must read and sign a MTSD Confidentiality Agreement before starting as a volunteer.

## Student Code of Conduct

Every school has a Student Code of Conduct that is followed by the students and the school. Please be aware of the building procedures where you volunteer. The building office secretary or supervisor can direct you to this resource so you can familiarize yourself with the student and school expectations.

## Interactions With Students

As a volunteer working with our students and athletes, you will be viewed as a role model. Your interactions should be friendly, cooperative, and positive. We want you to treat the students with dignity, respect, and courtesy. Show interest in what the students are doing, be encouraging, and smile! Enjoy the time you are giving as a volunteer.

Do not share personal information with the students such as your address, phone number, or email address. Please refrain from asking to join a student's personal social media or having a student be part of your personal social media. Do not ask for personal information from the students.

You will be working and volunteering among students with many differing beliefs that may be different than you own. It is important that you do not interject your own beliefs or point out to others why their beliefs may be wrong or inappropriate.

Remember, as the students will be watching and learning from you, you will also learn from them!

For the safety of all involved, it is asked as a volunteer that you never be left alone with a student.

## Verbal Communications With Students

You may be interacting and talking with individual students, or at times, groups. You will be seen as the adult and as the role model so what you say and how you say it, matters; they will

repeat what you say! Use respectful, uplifting, and appropriate language in the school and on the field.

## Your Role With Student Conduct

There may be a time where you will observe students being disrespectful or disruptive. It may be appropriate to interact, however, how you interact and to what level should be discussed with the classroom teacher, coach, or supervisor. As a volunteer, you should not be disciplining or giving consequences to students. If you observe or witness behavior that it not appropriate or is not safe, it is asked that you bring it to the attention of the teacher or coach. As always, the observations and interactions you have with students and their behavior should not be discussed with anyone other than those who you report to as a volunteer.

## Reporting Suspected Abuse

Students may open up and share personal information with you. If a student shares information with you that involves their physical or emotional safety, and you are unsure as what to do with the information or how to respond, **bring it to the teacher's or coach's attention immediately**. School personnel will follow through with any necessary discussion or contact.

## Interactions With Teachers and Staff

You will not only be among students, but you will have daily interactions with the adults working in the schools. The staff and personnel are appreciative of your willingness to volunteer. Introduce yourself to those who may not know you so they can learn your name and understand where and how you are volunteering. Treat the staff and other adults with the kindness and respect that you also desire. If you have a concern with something you have seen or heard, please address it respectfully with that person individually; not in the presence of students.

During your visit as a volunteer to a school, please be mindful that this is not the time to have a parent-teacher conference or to discuss other matters concerning your child. Please schedule a time with your child's teacher so he or she can give you time to appropriately address your situation.

During your visit to a school, you are asked to remain in the area where you are volunteering. It is asked that you do not visit your child's classroom unless that is where you are volunteering.

During your time volunteering, there may be emergency safety drills or an actual emergency. The students practice fire drills, lockdown drills, and severe weather drills. If you are volunteering during the time a drill or emergency occurs, follow the lead of the teacher and students. Ask the teacher, coach, or supervisor as to what emergency drills you need to be familiar with and what protocols to follow to ensure your safety prior to volunteering so that you feel prepared for the unexpected emergency.

## Tobacco Products

Please be aware that tobacco products are not permitted in our buildings, on fields, or the campuses.

## Younger Siblings And Toddlers

During your time as a volunteer you will be dedicating your time to assisting and mentoring others. We love children, look forward to having the younger siblings someday soon enter our schools. We ask that you make arrangements for your younger children that are not yet in school unless the volunteering opportunity you are participating in allows it or is has been discussed with the teacher, coach, or supervisor prior to your visit.

## Cell Phones and Posting Social Media

During your time as a volunteer you will see students engaged in many interesting and exciting activities. We ask you to please refrain from posting pictures of other students, or revealing personal information (including names) of students on social media. Please be aware that some parents have asked that their child not be photographed and not to have pictures placed online or in media outlets.

During your time in the classroom, please have your phone on silent as not to disrupt a lesson. If you must take a call, please be considerate and exit the classroom to have a phone conversation.

## Doors And Entrances

We want to provide a safe and secure environment for our students and staff while they are in school. It is imperative that you do not open a door for someone to enter the building or prop a building door open. Everyone entering and leaving the building should go through the office.

## No Solicitation

Students in our schools are a captive audience. Please refrain from engaging the students in any type of solicitation.

## Transportation of Students

At no time should you be personally transporting students to and from an activity in your own vehicle. If there is a student that has missed a bus or does not have a way home from an activity, contact the school office, coach, or supervisor. This is to assure the safety of you and the student.

## Appropriate Dress

Please dress appropriately according to the type of volunteer service you will be involved with during your time at school. Please check with the teacher, the principal, coach, or supervisor if you have questions regarding what to wear for your volunteer experience.



***All volunteers must adhere to MTSD policies, guidelines, and procedures. It will be the discretion of the principal or supervisor to remove a volunteer should violations or disruption occur.***

## **Your First Day as a Volunteer**

### **Parking**

Parking may be limited at certain buildings so it is recommended that prior to your first day as a volunteer, give the school office a call to verify where the best place is to park.

### **Meeting the Office Staff**

Once you are cleared to be a volunteer, introduce yourself to the secretary and office staff. Do not be offended if you are asked to show identification, as it is a precautionary measure to assure the safety of all in the building. The office staff will be more than willing to direct you where you need to go and answer questions you may have.

### **Signing-In And Signing Out**

When you come into the building and office area, you will be asked to sign-in before going to your destination to volunteer. When you are done with your volunteer time, please exit through the office area and sign-out.

### **Identification And Volunteer Badges**

Your building will have a volunteer identification badge for you to wear. This identifies you as one of our valued volunteers.

### **District And School Procedures**

As a volunteer you are responsible for being aware of the MTSD School Board policies and the procedures and guidelines of the school where you are volunteering. District policies are available online at [www.mtwp.net](http://www.mtwp.net). Individual schools will have their student handbooks posted online as well.

### **If You Have A Question**

We want you to feel comfortable in your position as a volunteer. If at any time you are unsure of something, need clarification, or have a question, please do not hesitate to ask. You may ask the front office, the teacher, the coach, the principal, or the supervisor where you are volunteering. We welcome your questions and want you to have a valued experience volunteering.

If you have specific questions regarding the volunteer clearance or process, please call Human Resources located in our MTSD District Office at (717) 569-8231.

# APPENDIX



# MANHEIM TOWNSHIP SCHOOL DISTRICT

## Volunteer Confidentiality Agreement

I understand that as a volunteer in the Manheim Township School District, all student and staff information is confidential. I agree that I shall not access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I understand that any breach of these confidentiality requirements will result in the revocation of my status as a volunteer for the Manheim Township School District.

I understand that I must comply with all Manheim Township School District policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I have read the volunteer policy #916, located on the District website, and understand I must comply with all requirements included in the policy in order to continue volunteering for the District. I further understand that the permission to serve as a volunteer may be revoked at the discretion of the Superintendent and school principal at any time if they determine that the revocation is in the best interests of the school or the students.

I have read, understand, and agree to the information presented above:

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

Phone: (    ) \_\_\_\_\_  
Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

*Please check the school(s) where you will volunteer:*

\_\_\_ Brecht  
\_\_\_ Bucher  
\_\_\_ Neff

\_\_\_ Nitrauer  
\_\_\_ Reidenbaugh  
\_\_\_ Schaeffer

\_\_\_ Landis Run Intermediate  
\_\_\_ Middle School  
\_\_\_ High School



## MANHEIM TOWNSHIP SCHOOL DISTRICT Pennsylvania Residency Affidavit

Full Legal Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please list any former names by which you have been identified:

\_\_\_\_\_

By checking this box, I report that I have resided in the *Commonwealth of Pennsylvania* for ten (10) **consecutive** years. In the chart below, please list each specific location and dates of residency within the State of Pennsylvania for the last ten years.

| Dates of Residency | Physical Address: House #, Street. City, Zip code |
|--------------------|---|
|                    |   |
|                    |   |
|                    |   |
|                    |   |
|                    |   |
|                    |   |

By checking this box, I report that I have **NOT** resided in the *Commonwealth of Pennsylvania* for ten (10) **consecutive** years and will obtain an FBI Fingerprint Clearance to become a volunteer.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by which you have been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_  
\_\_\_\_\_

**Section 3. Child Abuse**

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

PDE-6004 03/01/2016

## INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul> |
|---|---|
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.



## For Your Documentation

### VOLUNTEER CLEARANCES

*What happens when I hand in my clearances to the District Office?*

**REMINDER: KEEP ALL CLEARANCES TO REFER TO THE ISSUE DATE  
CLEARANCES ARE VALID FOR FIVE YEARS (60 MONTHS) FROM THE ISSUE DATE.**

|   |   |   |
|---|---|---|
| Current School Year                                   | Complete <b>Confidentiality Agreement, PA Residency Affidavit</b> at the District Office<br>(Forms can be found on our website. You will be asked to complete forms when turning in clearances).  |   |
| Each School Year thereafter (until renewal required). | Complete <b>Arrest and Conviction Report (PDE 6004)</b> and hand in to the school office.<br>(Form can be found on our website under the <i>Community tab/Volunteer Information page</i> )  |   |
| 60 Months from Clearance Issue Date*                  | <b>To continue to volunteer for the District, clearances must be renewed before they expire. (Currently, all clearances expire 60 Months after the issue date).</b> Use the <u>earliest dated clearance*</u> as the time frame to renew both clearances (*i.e. – Child Abuse Issue Date: 4/7/13 and FBI Fingerprinting Issue Date: 4/20/13, renew both clearances by 4/7/18). |   |
| <b>Child Abuse Expiration Date</b>                    | <b>PA Criminal Expiration Date</b>  | <b>FBI Fingerprinting Expiration Date</b> |

*For more information including links to renew clearances, visit our Volunteer page on our website [www.mtwp.net](http://www.mtwp.net) located under the Community tab.*

H/R Department: 8/2016

### And Remember...

Enjoy your time with the students.

Get to know the names of the students and the staff you will be working with.

Remember to smile!

Know that the time you are giving as a volunteer is appreciated!