



Carlynton School District Volunteer Application Packet

Carlynton School District
435 Kings Highway
Carnegie, PA 15106

www.carlynton.k12.pa.us

Carlynton School District

Volunteer Application

VOLUNTEER NAME	
STREET ADDRESS	
CITY	
STATE	
ZIP	

Contact Information

EMAIL ADDRESS	
HOME PHONE	
MOBILE NUMBER	
WORK PHONE	

Please list building preference below:

<input type="checkbox"/> CARLYNTON JSHS	<input type="checkbox"/> CARNEGIE ELEM	<input type="checkbox"/> CRAFTON ELEM
<input type="checkbox"/> ATHLETICS (Please list specific sport):		

EMERGENCY CONTACT:	
RELATIONSHIP TO YOU:	
DAYTIME CONTACT PHONE NUMBER:	

Please describe any special medical conditions (allergies, etc.) or special accommodations you have:

IMPORTANT: Volunteers must complete and submit an application every school year. Clearances are valid for five (5) years. Affidavits must be signed and submitted every school year.

School Year:	Building:
Volunteer Signature:	

Unpaid Volunteer Affidavit

I, _____, do hereby declare and state the following based upon personal knowledge:

1. That I have been a resident of Pennsylvania for the entire previous ten (10) years and have not been convicted, of any of the following offenses:

(a.) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes: Chapter 25 (relating to criminal homicide). Section 2702 (relating to aggravated assault). Former section 2709(b) (relating to stalking). Section 2709.1 (relating to stalking). Section 2901 (relating to kidnapping). Section 2901 (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 above offenses.

(b.) 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."

(c.) An offense similar in nature to those crimes listed in Clauses (a) and (b) above 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 the Commonwealth of Pennsylvania.

2. That I have never been named as the perpetrator of a founded report or named as the individual responsible for injury or abuse in a founded report. The term "Founded Report" means a child abuse report involving a perpetrator, if any of the following applies:

(a.) There has been a judicial adjudication based on a finding that a child who is a subject of the report has been abused and the adjudication involves the same factual circumstances involved in the allegation of child abuse. The judicial adjudication may include any of the following: i. The entry of a plea of guilty or nolo contendere; ii. A finding of guilt to a criminal charge; iii. A finding of dependency if the court has entered a finding that a child who is the subject of the report has been abused; or iv. A finding of delinquency if the court has entered a finding that the child who is the subject of the report has been abused by the child who was found to be delinquent;

(b.) There has been an acceptance into an accelerated rehabilitative disposition program and the reason for the acceptance involves the same factual circumstances involved in the allegation of child abuse;

(c.) There has been a consent decree entered in a juvenile proceeding, the decree involves the same factual circumstances involved in the allegation of child abuse and the terms and conditions of the consent decree include an acknowledgment, admission or finding that a child who is the subject of the report has been abused by the child who is alleged to be delinquent; or

(d.) A final protection from abuse order has been granted, when the child who is a subject of the report is one of the individuals protected under the protection from abuse order and: i. Only one individual is charged with the abuse in the protection from abuse action; ii. Only that individual defends against the charge; iii. The adjudication involves the same factual circumstances involved in the allegation of child abuse; and iv. The protection from abuse adjudication finds that the child abuse occurred. I verify that the statements made in this Affidavit are true and correct. I understand that false statements in this Affidavit will subject me to immediate termination of my services to the Carlynton School District and to the penalties of 18 Pa.C.S.A. §4904, relating to unsworn falsification to authorities.

Date:	Signature:
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Volunteer Statement Affirming Understanding

I understand that information regarding students, families, staff, and the organization may be confidential in nature and that as a volunteer for the Carlynton School District, I will:

- Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization and keep personal information confidential at school and after I leave school.
- Be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- Immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.
- Make reasonable efforts to assure that each student is protected from harassment or discrimination and I will not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

I understand it is my responsibility to read and understand all materials provided to me. I further understand that by law I am a mandatory reporter and agree to comply with all district, state and federal laws. Any questions regarding your role should be directed to the building principal in where you volunteer.

Signature:	
Print Name:	
Date:	

The Carlynton School District welcomes and respects your decision to become a volunteer in our schools. Thank you for giving of your time and ability, and for your support of our school district and its mission. Your commitment to providing assistance to our teachers, coaches, and students is greatly appreciated.

The district values its relationship with parent and community volunteers. As part of our ongoing commitment to ensure a safe and secure learning environment for all students, we ask that you follow all volunteer guidelines provided on pages 5-7. Failure to do so is cause for dismissal.

Volunteer Clearance Information

All volunteers who are subject to background check clearances are required to re-certify their clearances every five (5) years. Act 153 requires volunteers to obtain the following clearances:

Act 34: Pennsylvania Criminal History Check (\$22.00)

Report of criminal history from the Pennsylvania State Police: Go to <https://epatch.state.pa.us/Home.jsp>. There is NO CHARGE for requests for the purpose of volunteering. When you visit the website, click the yellow box "New Record Check" (Volunteers only). Phone: 1.888.783.7972

Act 151: Pennsylvania Child Abuse History Check (\$13.00)

Child Abuse History Clearance from the Department of Human Services: Apply online at <https://www.compass.state.pa.us/CWIS>. Once you create an account you will receive an email with your password. Log in to the website and complete the clearance application. There is NO CHARGE for volunteers. Verification can take up to 14 days and applicants can choose to receive notification via email, mailed to their home address, or both. Phone: 1.877.343.0494

Act 114: FBI Criminal History Report (\$20.00)

A fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if: The position the volunteer is applying for is a paid position, OR the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

To obtain your Act 114 fingerprint clearance:

- 1) Go to the following website: <https://uenroll.identogo.com/>
- 2) Enter the service code 1KG6XN
- 3) Click on Schedule or Manage Appointment
- 4) Enter your information to begin the clearance application process. There are several screens that must be completed.
- 5) Once you have registered, instructions will be given as to how and where to obtain fingerprints.
- 6) You are not required to make an appointment to have your fingerprints taken but scheduling an appointment may reduce your wait time at the fingerprinting location.

To access frequently asked questions regarding the new fingerprint clearance process, please click here: https://www.identogo.com/uploads/general/PA_FAQs11202017.pdf. Questions regarding finger print registrations that were completed under the former provider, Cogent, can be answered by calling (844) 321-2101. Additional information will be provided as it becomes available.

IMPORTANT NOTE: An affidavit may be submitted in lieu of the fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent if: The position the volunteer is applying for is an unpaid position, and the volunteer has not lived outside the Commonwealth of Pennsylvania in the last 10 years.

**ALL APPLICATIONS, CLEARANCES or AFFIDAVITS MUST BE SUBMITTED
TO THE HUMAN RESOURCES DEPARTMENT 412-429-2500, ext. 1113**

CONDUCT of VOLUNTEERS

CELL PHONES

The use of cell phones while volunteering is *not* prohibited. However, we ask that you refrain from use while in a school building unless there is an emergency or urgent situation that needs your immediate attention. If you must take a call while volunteering, please try to find a location, such as the main office, where you will not disrupt learning.

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.

ETIQUETTE

Please refrain from the use of any inappropriate language while you are at school. Remember you are setting an example for the children in our schools. In addition, remember to always treat other adults as well as students with respect. Likewise, you should expect teachers and students to treat you with the respect you deserve. If you believe you have not been treated with respect while volunteering, please let the teacher or the principal know.

DISCIPLINE

It is the role of the teacher or the principal to administer discipline. If you witness a situation where you believe discipline is needed, please report it to the classroom teacher or the principal and he or she will handle it. Volunteers should never discipline students.

CONFIDENTIALITY

To make sure 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. Volunteers should never post anything from their volunteer assignment on social media or any other website. This includes photos and videos taken while volunteering as well as written commentary that references anything that happened while you were volunteering.

To help, here are some sample issues that could 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. In addition, it is never okay to post that adorable photo of John on your personal social media page.

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 classroom teacher. As a volunteer, you may see or hear things from staff or students that should not be repeated outside the school. What happens in the classroom (or the hall, or the cafeteria) stays at school.

As students see you more often and become comfortable around 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. 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. Do not handle this matter on your own.

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 submit a written and signed complaint to the building principal. The principal must inform the superintendent of all such complaints that are received. The principal will investigate the complaint and make a report of his/her findings to the superintendent. All complaints and investigation reports will be kept confidential. The final recommendation will be made by the superintendent.

DRUG/SUBSTANCE ABUSE POLICY

It is the goal of the Carlynton School District to maintain an environment that is free of drugs and alcohol as it offers a disciplined environment conducive to learning. No person may possess, use, produce, sell, distribute, or aid in the distribution of alcohol, narcotics, drugs, or distribute paraphernalia for the purpose of drug use at any time in a school building, on school property/grounds, in a school sponsored vehicle or at a school sponsored event (at other sites). For complete information on this policy, please refer to school board Policy #227 Drug Awareness, available on the district's website. Visit www.carlynton.k12.pa.us and select School Board then Policy Manual.

SMOKING AND TOBACCO POLICY

The Carlynton School District policy forbids all individuals from using and possessing cigarettes and other tobacco/nicotine related products such as chewing tobacco, snuff, vaping and E-cigarettes on school grounds or buses at any time. For more information, please refer to school board Policy #222 Tobacco, which can be found on the district's website. Visit www.carlynton.k12.pa.us and select School Board then Policy Manual.

FIRE AND EMERGENCY PROCEDURES

Before you begin your volunteer assignment, please ask the classroom teacher or another staff member to review the emergency procedures for the building. Keep in mind our fire and emergency procedures vary between buildings.

HARASSMENT POLICY

The Carlynton School District and Board of School Directors strive to provide a safe, positive learning environment for all students and staff. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. For additional information, please refer to school board Policy #248 Unlawful Harassment on the district's website. Visit www.carlynton.k12.pa.us and select School Board then Policy Manual.

INTERACTION WITH STUDENTS

The following are guidelines for interacting with students:

- Avoid situations where you and a child are completely unobserved/unsupervised.
- Physical violence or actions (including rough grabbing and shaking) should never be used on a child. If a situation is escalated with a student, please notify the nearest teacher or principal to gain assistance.
- 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 misinterprets something you have done, please report this to the teacher as soon as possible.

BASIC VOLUNTEER PROCEDURES

- Be sure to sign in and out of the building each time you visit to volunteer.
- Always visibly wear a district-issued volunteer badge while in school.
- Be reliable. Call or email the building secretary ahead of time if you cannot fulfill your volunteer assignment. Contact information for each school can be found below.
- Confidentiality is important. Remember that anything overheard concerning students or staff should never leave the building.
- We ask that only the approved volunteer reports to the volunteer assignment. Please do not bring others, including children, with you when you volunteer.
- Keep in mind that you are here to support teachers. Please refer to the classroom teacher for his/her 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 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.
- Help build students' self-confidence by pointing out the improvement you see in their work, manners, 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 or school administrator.
- Keep in mind that students will model the behaviors they see adults displaying – whether that adult is a staff member or a volunteer.
- Common sense and cool heads are always the best in any situation.
- In general, volunteers should never be alone with a student. The only exception to this rule is for volunteers who have obtained all clearances (Act 151, Act 34 and Act 114) and were approved as an "unsupervised" volunteer.

BUILDING CONTACTS

<p>CARNEGIE ELEMETARY 301 Franklin Avenue, Carnegie, PA 15106 412-429-2500 (press 8 to dial direct extension) Principal: Mrs. Lauren Baughman, ext. 3336 Secretary, ext. 3337</p>	<p>CRAFTON ELEMENTARY 1874 Crafton Blvd., Pittsburgh, PA 15205 412-429-2500 (press 8 to dial direct extension) Principal: Mrs. Marsha Burleson, ext. 4301 Secretary, ext. 4320</p>
<p>CARLYNTON JUNIOR-SENIOR HIGH SCHOOL 435 Kings Highway, Carnegie, PA 15106 412-429-2500 (press 8 to dial direct extension) Principal: Mr. Michael Loughren, ext. 1109 Secretaries, ext. 1108 or, ext. 1117</p>	