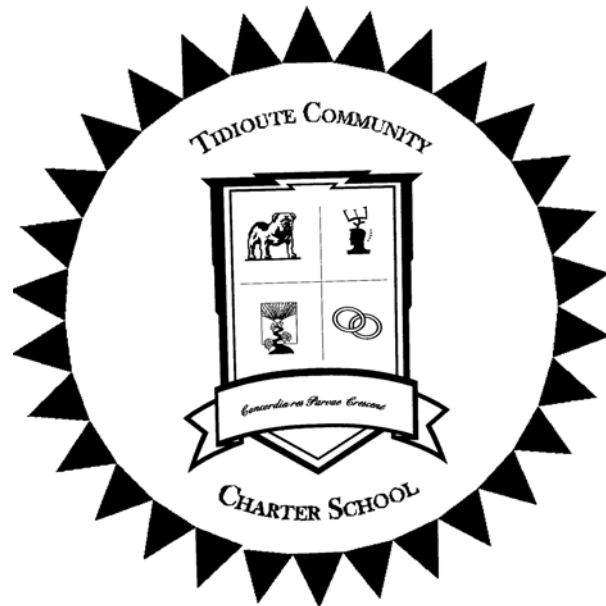


**C**ommunity  
**A**nd  
**P**arents  
**T**ogether  
**I**nvolvement in  
**V**olunteering  
**A**nd  
**T**eaching  
**E**xcellence



Volunteer Program Manual

# Welcome!

On behalf of the Tidioute Community Charter School we would like to welcome you to our volunteer program.

Volunteers are a large and very important part of the lifeblood of our charter school. Your willingness to help make a difference is appreciated more than you know!

Your ideas, comments and suggestions are always welcome. It is our goal to make the Tidioute Community Charter School as efficient and comfortable as possible not only for the students and teachers, but for the volunteers and parents who will be lending their time and talents to benefit this school.

The Tidioute Community Charter School belongs to all of us. It is our “Local Education Agency” within the school district. Your willingness to serve will not go unnoticed. Please take a moment and fill out the CAPTIVATE Program Registration Form at the end of this booklet. This form aids us in scheduling volunteers, improving upon our program and also with getting to know you a little better.



# CAPTIVATE PROGRAM

## **Mission:**

The mission of the CAPTIVATE Program is to bring together parents, educators and community members in volunteering and teaching to promote civic responsibility, educational excellence, and community pride.

## **Who We Are & What We Do**

When the Tidioute Community Charter School was founded in 2005, its founders recognized that parent participation was a key component in student success in school. Since the beginning, parent participation has been a major reason for the school's growth and success.

In addition, parents become an integral resource used to provide a quality education to our students while reducing operating costs. We strongly encourage each family to make a commitment to contribute a minimum of 10 hours a year to the school by volunteering in one or more areas of the school's operation. Being with the students helps families experience and understand the unique philosophy of the school.

There are many opportunities for parents and family members to volunteer at our school and fulfill their hours. Volunteers work in the school office, in the classroom, go on field trips, in the student store and at sports events. Volunteers coordinate and work on fundraisers. Families work on school beautification by assisting with landscaping projects, building projects and clean up of the school grounds. Volunteers work during the summer, during the school day, evenings and weekends. There are volunteering opportunities to accommodate any schedule. You are not expected to serve at each of the events a particular committee will sponsor, but help as your schedule permits. Your involvement in special events is equally important to that of the weekly or daily volunteer because these projects could not be completed without your help.



## How to Participate

The CAPTIVATE Program and Student Activity Committee (SAC) manage the participation program. Each grade will have room parents who will work with the staff members. At the start of the school year volunteer job descriptions and sign-up sheets will be available for parents to choose an area in which to work. Volunteers are asked to communicate with the CAPTIVATE Coordinator or appropriate staff member for questions and assistance.

## Participation Hours

Volunteers will work closely with the CAPTIVATE Coordinator, staff and activity chairpersons. Volunteers log in their participation hours in the binder located in the office during school hours or in the hallway for evening and weekends.

## Available Positions

The list of current available volunteer positions is located on the CAPTIVATE bulletin board in the main lobby and in the office at the school. We will do our best to match you up with your interests and talents with the requests from the school personnel. If you do not know or do not have any specific area of interest we will provide many suggestions for you. Examples of current volunteer positions include, library reader, classroom reader and copying classroom materials, dishwasher, school committee members such as music boosters and cleaning, classroom and office volunteer, mowing grass and plowing snow. If you have a particular area of interest or specific talent you would like to showcase then being a special guest speaker or providing a demonstration might be right up your alley.

These are just a sampling of the things that volunteers at TCCS have done and are currently doing. Remember, a charter school is very different than a regular public school. There are many more positions where you can volunteer. Volunteering will give you the opportunity to help in areas that are important to the everyday running of the school. We are now permitted to think “outside of the box” for volunteer positions that will make a difference in the school and to our children. Volunteers are an essential part of a successful charter school. Together we will make a difference.



# 10 Reasons to Get Involved

- 1. Your child benefits.**

When parents get connected to the school, children do better. Research shows children whose parents are involved get better grades, do better on tests, and have fewer discipline problems at school.
- 2. We make a difference.**

Our mission, to bring together parents, educators and community members in volunteering and teaching to promote civic responsibility, educational excellence, and community pride, focuses on creating the kind of school community where teachers and administrators can do their best work- and so can our children. We provide support for teachers in and out of the classroom. We provide resources they need. We help create learning opportunities for children. And we try to build the kind of supportive, caring atmosphere that makes school fun.
- 3. We pledge to honor your time constraints.**

People are often reluctant to participate because they are afraid they'll get pulled into a black hole of never-ending time commitment. That won't happen here. We have volunteers who have given as little as one hour and some who have given upwards of two hundred hours. An hour or two a semester really makes a difference. And we won't push you to commit more than you want to or are able to.
- 4. We have fun.**

Volunteer work shouldn't be drudgery. We accomplish a lot, and not everything we do is easy. We don't take ourselves too seriously, and we try to enjoy ourselves along the way whenever possible.
- 5. Meet nice people who share your concerns.**

We all have a common bond. We care about creating the best possible educational experience for our children. We are neighbors and peers who share many of the same experiences. And many friendships have developed as a result of those connections.
- 6. There is a lot to be done.**

These days, schools are asked to do more with less. Our help is needed more than ever to fill the gaps.
- 7. We can match jobs to your interests and abilities.**

The work we do covers a broad spectrum: filing and photocopying, planning and executing events, being homeroom parents, cleaning, yard work and lots more. We encourage creative ideas, and we are thrilled to have people on tasks that meet their skills and interests.
- 8. We are Welcoming.**

To us there are no "outsiders". We are a "Community" Charter School. We are people who have come together to work toward common goals. We couldn't be happier to have you join us in working towards those goals.
- 9. We are about parent involvement, not fundraising.**

In these times of tight budgets, parent groups everywhere are having to fill in the gaps and so are we. But our number one goal is to get more parents connected to the school. That is because more than 300 independent research studies show that building parent involvement in education is the number one thing we can do to create a great school and improve student performance.
- 10. This work is very rewarding.**

It is seeing the bright light of learning sparkle in a child's eye. It is seeing the smile that shows we are making school a little more fun- and a child feel a little more comfortable in a learning environment. It is learning that test scores have risen and knowing we played a role. We currently have over 170 volunteers who have given over 5000 hours since the schools opening. There are lots of rewards, both big and small for those who get involved. Won't you join us?

# Helpful how tos:

## A few pointers to enhance your volunteer experience:

### **Basic Volunteer Procedures**

- Be sure to sign in and out of the building each time you visit to volunteer and show your Volunteer ID card.
- ALWAYS wear a badge while in the school.
- 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 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 you work with.
- Be sure the students know your name – establish in the beginning how they are to address you. (You may want to 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!
- Help build students' self-confidence by pointing out the improvement you see in their work, manner, etc. Even when helping to correct a student's work or manner, try to start the conversation by discussing the positives!
- Discuss student behavior and/or progress ONLY with the teacher.
- 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.

# TCCS Policies Concerning Volunteers

## GENERAL

- 1) The CEO or designee shall approve volunteers; a record of their names and a brief description of the service performed shall be maintained in the building-level files for a period of six (6) years.
- 2) **Volunteers shall be required to have an Act 34 Criminal History Report, Act 114 FBI Criminal History and an Act 151 Child Abuse History Clearance on file in the school, prior to the commencement of volunteer service.**
- 3) **Should a Volunteer cease involvement with the schools volunteer program for a period of one (1) school year, they will be required to repeat the Acts 34, Act 114 and 151 clearance checks.**
- 4) If, under the pertinent laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not be a volunteer.
- 5) In addition, all Volunteers may be required to undergo a tuberculosis examination in accordance with the regulations of the Advisory Health Board, per Section 1418 of the School Code.
- 6) 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.
- 7) Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.
- 8) Each employee who uses volunteers in any capacity shall be responsible for training volunteers to perform the specific duties associated with their assignments.
- 9) The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.
- 10) Under no circumstances shall a volunteer be considered an employee of the school. A volunteer shall receive no wages from the school.

The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason. In addition, any volunteer may be removed from a volunteer position for any reason.

## **REGISTRATION PROCEDURES**

All CAPTIVATE Volunteers will receive the TCCS Volunteer Manual, fill out and return all registration forms. Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of TCCS professional employees.

## **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 report forms. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues.

## **CONFIDENTIALITY**

It is expected that matters of confidential information or materials about students, staff, other volunteers or school business will be maintained as confidential by any one who may become aware of such information. Volunteers are required to sign the TCCS confidentiality agreement form prior to volunteering.

## **DRUG/SUBSTANCE ABUSE POLICY**

The manufacturing, dispensing, distribution, possession or use of alcohol or a controlled substance is prohibited in any workplace under operational contract of the school, or at any time while working/volunteering for the school, even if between locations. Performance of work assignments while under the influence of alcohol or a controlled substance is prohibited. Nothing in this policy should be construed as applying to doctor prescribed medications. Act 191 of the Pennsylvania Legislature of 1988 24 P.S. § 5-527 requires that any employee of the TCCS who is convicted of the delivery of a controlled substance or convicted of the possession of a controlled substance with the intent to deliver shall be terminated from his or her employment with the TCCS (no matter where the violation occurred). The same policy will be applied to volunteers. No employee or volunteer shall be required to participate in mandatory drug testing.

**Definition:** "Controlled Substance" means a controlled substance in schedule I through V of section 202 of the Controlled Substance Act(21 U.S.C. 812), and as further defined by regulations at 21 CFR 1300.11 through 1300.15.

## **FIRE AND EMERGENCY PROCEDURES**

### ***In case of fire***

In the event a fire starts in the building, use the following guidelines for reporting the fires:

- 1) If the fire is of a controllable nature (wastebasket or something that is very small in nature), use accessible means to douse it, i.e. water, fire extinguisher, etc., THEN...
  - a.) notify the office
  - b.) have everyone evacuate area as a precaution

- 2) If the fire is of major proportions, ring the emergency fire bell located nearest you.
  - a) follow the direction of the staff concerning fire drill evacuation rules and procedures
  - b) individuals with limited mobility (crutches, wheel chairs, etc.) are to be provided individual attention. If necessary, they are to be carried from the building. ASK for extra help if needed!

Building re-entry - everyone must remain outside the building until notified by the authorities to re-enter.

### ***In case of threat or other emergency***

In the event of other emergencies, TCCS has established certain procedures to be followed by the administrative and office staff. When a building evacuation is warranted, fire drill procedures should be followed.

### ***General information***

All school personnel must know the location of fire extinguishers and alarm boxes within the school building. Inflammable materials (shop supplies, science kit items) are to be kept in fireproof receptacles (e.g. metal)

## **FUNDRAISING**

The Principal must approve the sale of all items to students (i.e., T-shirts, Tab books, etc.) as well all other fundraising activities undertaken by volunteers.

## **HARASSMENT POLICY**

The Tidioute Community Charter School is committed to providing a safe, positive environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against anyone. This policy covers all TCCS students, staff members, contracted individuals, vendors, and volunteers in the schools. No employee or volunteer of the TCCS is exempt from this policy.

Offensive conduct or harassment may include but is not limited to:

- Offensive physical action, written or spoken language and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands or pressure for sexual favors.

- Slurs, jokes, posters, cartoons and gestures that are offensive.
- Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:
  - There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
  - Such conduct has the effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interferes with a person's work performance.
  - A third party is offended by the sexual conduct or communications of others.

Harassment is considered a form of employee/volunteer misconduct. Disciplinary action, up to and including termination, will be taken against any employee/volunteer engaging in this type of behavior. Administrators or Supervisory personnel are responsible for taking proper action to end such behavior. Any Administrator, Manager, or Supervisor who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action. Anyone who believes they have been harassed is encouraged to report promptly orally and in writing such incidents to the designated administrators. Complaints will be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the TCCS legal and investigative obligations. Under no circumstances will an employee/volunteer be penalized for reporting what they believe to be harassment under this policy.

### **USE OF SCHOOL NAME**

The name of the Tidioute Community Charter School, any school groups, or any employees in their school-related capacity may not be used by an outsider, organization, or individual for the solicitation of advertising or any other consideration for merchants without prior approval by the Board of Trustees.

### **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 the CEO and placed on the school calendar prior to organizing the activity. If an after-school activity is planned, the advisor/ sponsor must submit a "Request for the Use of School Facilities" at least one month before the event. Appropriate chaperones and personnel must be available to attend the event before approval will be given. The building is open on a daily basis from 7am to 4 pm. Staff members or volunteers who need access to the building beyond those hours should make arrangements through the office. A staff member must be present during any after-hours function.

## Volunteer Requirement Checklist:

All volunteers **MUST**:

Fill out the **VOLUNTEER REGISTRATION FORM, EMERGENCY INFORMATION FORM AND SIGN AND DATE THE VOLUNTEER REQUIREMENTS**, found in this Volunteer Manual.

These forms must be sent to the Tidioute Community Charter School Attn: Heather Cass, 241 Main Street Tidioute, PA 16351.

**Complete Act 34, Act 114 and 151 clearance request forms** and mail them to the appropriate agency with the money order, for each. **DO NOT** mail these clearance request forms to the school. *When your clearances come back to you from those agencies, bring the originals to the school for copying and filing.*

***SIGN-IN at the school office when volunteering, and secure a visitors badge, if working in the school during school hours.***

**When all your paperwork (Volunteer Registration Form and approved clearances from the state agencies) has been received at the Tidioute Community Charter School you will be ready to volunteer!**

**A Volunteer ID card will be issued to all approved volunteers.**

**Call 484-3550 if you have any questions.**

The mission of the Tidioute Community Charter School is the development of the mind, soul and physical well being of our students through the creation of a safe environment, community involvement, innovative teaching practices, individualized attention and a mentor program that will result in a world class education in a small town environment.

# CAPTIVATE Program Registration Form

Name: \_\_\_\_\_ Student(s) Name: \_\_\_\_\_

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

Phone# \_\_\_\_\_ Cell Phone# \_\_\_\_\_ E-mail: \_\_\_\_\_

The times that are best for me are:

\_\_\_\_\_ Mornings \_\_\_\_\_ Monday \_\_\_\_\_ Friday

\_\_\_\_\_ Afternoons \_\_\_\_\_ Tuesday \_\_\_\_\_ Saturday

\_\_\_\_\_ Evenings \_\_\_\_\_ Wednesday \_\_\_\_\_ Sunday

\_\_\_\_\_ Thursday \_\_\_\_\_ I cannot come to school but  
Would like to help with special events

Please contact me for volunteer opportunities in the following areas:

\_\_\_\_\_ Art Classes \_\_\_\_\_ Baking \_\_\_\_\_ Book Fair \_\_\_\_\_ Cafeteria Aide

\_\_\_\_\_ Classroom/Library Reader \_\_\_\_\_ Clubs \_\_\_\_\_ Computer Classes

\_\_\_\_\_ Room Parent/Aide (Please specify grade level preference)

\_\_\_\_\_ English Classes \_\_\_\_\_ Field Trips/Projects \_\_\_\_\_ Fundraisers

\_\_\_\_\_ Guest Speaker/Demonstrator (please specify area of expertise below) \_\_\_\_\_ Groundskeeping

\_\_\_\_\_ Home Ec \_\_\_\_\_ Janitorial \_\_\_\_\_ Math Classes \_\_\_\_\_ Office Aide

\_\_\_\_\_ Plays/Musicals \_\_\_\_\_ Music Classes \_\_\_\_\_ Science Classes \_\_\_\_\_ Shop Classes

\_\_\_\_\_ Social Studies Classes \_\_\_\_\_ Sports Programs/Tournaments

Please List Your Interests, Strengths and Talents:

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Sign and  
Return

## Volunteer Requirements

YOUR SIGNATURE  
INDICATES THAT YOU  
AGREE TO COMPLY WITH  
ALL TCCS VOLUNTEER  
POLICIES

The law requires that all volunteers working with children obtain three clearances, Act 34 and 151 for criminal background check and child abuse and Act 114 FBI clearances. These forms are available at the school or by following the links on the schools website [tidioutecharter.com](http://tidioutecharter.com). There is a fee per clearance but your clearances are effective indefinitely as long as you continue to volunteer at our school, however the TCCS reserves the right to require volunteers to renew their clearances at any time.

We want to be sure the TCCS is a safe place for our children. We also want the volunteer program to enhance the existing educational program not inhibit it, therefore the following guidelines are in place:

### Captivate Program Guidelines

1. All volunteers are required to have Act 34, Act 114 and Act 151 clearances in order to participate in the CAPTIVATE volunteer program.
2. All CAPTIVATE volunteers must sign in and out at the office every time they are volunteering at the school.
3. All CAPTIVATE volunteers must wear volunteer badges at all times.
4. All CAPTIVATE volunteers are required to follow all of the Tidioute Community Charter Schools disciplinary rules and code of conduct.
5. No more than two parent volunteers will be permitted in a classroom at one time except for the following circumstances including but not limited to: classroom parties, school projects, or faculty request.
6. CAPTIVATE school and classroom volunteers cannot at any time be disrespectful to employees and faculty, students and other parent volunteers including but not limited to: questioning faculty member's authority, ignoring or questioning classroom rules and policies, interrupting classroom instruction.

#### Failure to follow these guidelines will result in:

First Offense: Written warning and conference with CAPTIVATE coordinator and TCCS administrator.

Second Offense: Removal from classroom portion of the CAPTIVATE volunteer program.

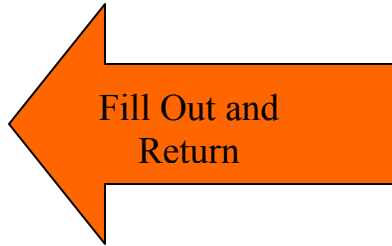
Third Offense: Removal from the CAPTIVATE program.

The Tidioute Community Charter School reserves the right to remove a volunteer from the classroom or from the CAPTIVATE program for severe infractions even if no other warnings have been given.

I have read the manual and guidelines for the CAPTIVATE program and understand that failure to follow these terms could result in my removal from the CAPTIVATE program.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Volunteer Emergency Information**



Birth Date \_\_\_\_\_

Emergency contact : \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_

Alternate emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Special Health Problems/ Allergies/or medications we should know about: \_\_\_\_\_

Physician Preference: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_

Hospital Choice: \_\_\_\_\_ Ambulance Choice: \_\_\_\_\_

*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 nearest MD/DO or ambulance/hospital available. I will assume responsibility for fees incurred by such an emergency (via my medical insurance if applicable).*

Signature \_\_\_\_\_

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



“Working Together to Accomplish More”  
Tidioute Community Charter School  
241 Main Street  
Tidioute PA 16351  
Phone: (814) 484-3550  
Fax: (814) 484-3977  
1-888-TRY-TCCS  
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Visit our website @ [tidioutecharter.com](http://tidioutecharter.com)

