

# Carlisle Area School District

## Volunteer Guidelines



**2023-2024**

**[www.carliseschools.org](http://www.carliseschools.org)**

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November 3, 2023

Dear Carlisle Area School District Volunteer,

I welcome you to our schools and thank you for volunteering your services to the students and staff of the Carlisle Area School District (CASD). Please know that our district places great value on community involvement within our schools. All members of the community have a role in educating and preparing our children to be productive and contributing members of our Carlisle community.

Research states that children whose parents and families are involved in their schooling achieve and succeed at a higher level than those whose families are not involved. CASD students will benefit greatly from having community residents involved in our schools. The Carlisle Area School District thanks you for sharing your time, skills and areas of expertise with our students and staff.

The safety of our students is a priority in the Carlisle Area School District. Clearances are required of all volunteers who may have direct contact with children. You will find a list of clearances and requirements outlined in later pages of this handbook. Volunteers are required to meet with the building principal to learn the specific procedures for their respective schools. Please review Board Policy 916, Volunteers revised 7/16/2015, for additional information.

As a reminder, all visitors and volunteers must present an official form of ID that includes; first name, last name, date of birth and photo, to enter the building.

We appreciate your willingness to volunteer in the Carlisle Area School District. We look forward to working with you. Together, we are truly Herd Strong!

Sincerely,

Colleen M. Friend, Ed.D.  
Superintendent

## Buildings and Administrative Staff

### District Administrative Office

623 West Penn Street  
Carlisle, PA 17013  
717-240-6800

- Colleen M. Friend Ed.D., Superintendent
- Mr. Michael Gogoj, Assistant Superintendent
- Micheal Black, Ed.D., Director of Secondary Operations
- Mrs. Monique Wallace, Director of Elementary Operations
- Ms. Stephanie Douglas, Director of Digital Learning

### Carlisle High School – Fowler Education Center

723 West Penn Street  
Carlisle, PA 17013-2298

- Dr. Patricia Buffington, Principal
- Dr. Albert Parrillo, Director of Center for Careers & Technology

### Carlisle High School

723 West Penn Street  
Carlisle, PA 17013-2298

- Mr. Jason Beals  
Associate Principal – Grade 12
- Mr. Daniel Campbell,  
Assistant Principal –Grade 11
- Mr. Paul Wysocki  
Associate Principal – Grade 10
- Mr. Joseph Dunn –  
Assistant Principal – Grade 9

### Lamberton Middle School

777 South Hanover Street  
Carlisle, PA 17013

- Mr. Keith Colestock, Principal
- Mr. Nicholas Sadvari, Assistant Principal

### Wilson Middle School

900 Waggoners Gap Road  
Carlisle, PA 17013

- Mr. Jacob Evans. Principal
- Mrs. Christine Kassay, Assistant Principal

### Bellaire Elementary School

905 Waggoners Gap Road  
Carlisle, PA 17013

- Mr. Jeffery Bell, Principal

### Crestview Elementary School

240 Longs Gap Road  
Carlisle, PA 17013

- Mr. Aaron Carmichael, Principal
- Mrs. Rebecca Mintiens, Assistant Principal

### Hamilton Elementary School

735 Clay Street  
Carlisle, PA 17013

- Mr. Todd Kilmer, Principal

### LeTort Elementary School

110 East South Street  
Carlisle, PA 17013

- Mrs. Barbara Wohlgemuth, Principal

### Mooreland Elementary School

329 Wilson Street  
Carlisle, PA 17013

- Mr. Kyle Slusser, Principal

### Mt. Holly Springs Elementary School

110 Mooreland Avenue  
Mt. Holly Springs, PA 17065

- Ms. Molli Davis, Principal

### North Dickinson Elementary School

151 N. Dickinson School Road  
Carlisle, PA 17013

- Mr. Brian Gochenour, Principal

### *Note: Send all district mail to*

540 West North Street  
Carlisle, PA 17013-2298

## Volunteer Frequently Asked Questions (FAQ's)

### Why volunteer?

As schools and children become more complex, a greater need exists for help and support beyond that provided by the regular staff. You can meet these needs while becoming personally enriched by the meaningful experience of working with young people and contributing to our community.

### Who is a Volunteer

Recent legislation has redefined the guidelines of who is considered a volunteer in the school system. The new definition now reads: "The care, supervision, guidance or control of children **and** routine interaction with children" The legislation also added a definition of the term *routine interaction*: "regular, repeated and continual contact that is integral to a person's volunteer responsibilities." The district administration has developed a list to help individuals decide if they are a volunteer or a visitor in the district. Below are some common volunteer assignments in the district as examples:

#### ***Volunteers (all clearances needed)***

Chaperones  
Class Tutors  
College Student Tutors  
After School Club Helpers  
Adopt a Grade Volunteers  
Kid Writing Tutors  
Room Parents  
Lunch Bunch Readers  
Classroom and/or Recess Helpers  
Classroom Party (no more than 4 parents per classroom)

#### ***Visitors (no clearances needed)***

Lunch with your child  
Concerts  
Guest speakers/readers  
Annual PTO Event Helpers  
Science/History Fair Judges  
Veteran Day Program Helpers

**Please Note** – The above list is not meant to be exhaustive. The district will have to make decisions on new programs and/or activities based upon the definitions above as they become available to buildings and/or departments. Building principals will have final determination regarding individuals who will volunteer or be considered visitors in their respective schools.

### Are there requirements for volunteers?

The Carlisle Area School District Policy #816 requires volunteers working in direct contact with children satisfy the clearances listed below:

- ✓ ***Act 34, Pennsylvania Criminal Background Clearance***
- ✓ ***Act 151 Pennsylvania Child Abuse Clearance***
- ✓ ***Act 114 FBI Fingerprinting Clearance (unless exempt; complete Verification Affidavit)***

**\*Note: There is no cost for PA state clearances Act 34 & Act 151 (cost is covered by the State)**

All clearances will be accepted up to one (1) year from the date of verification.

Please note that volunteers must renew clearances at least every five years to remain eligible as a volunteer. Volunteer clearances are “portable” provided they are not out of date. The district requires that all clearances be turned in at least *one week* prior to any volunteer activity.

Please also note that volunteers are mandated reporters of suspected child abuse within the meaning of the Child Protective Services Law and must comply with Board Policy 806, Child Abuse. Volunteers are required by law to report instances of suspected child abuse. Volunteers should visit the helpful website [KeepKidsSafe.Pa.Gov](http://KeepKidsSafe.Pa.Gov) to learn more about reporting child abuse.

### **Will volunteering fit into my schedule?**

While some volunteer positions require regular time commitments, most volunteers contribute according to their own availability.

### **What are the expectations of volunteers?**

The administration expects that all volunteers will adhere to the guidelines, procedures and policies of the school district and school buildings. The building principal will meet with each volunteer to share building specific information prior to volunteering.

### **Volunteer Guidelines**

The purpose of the volunteer guidelines is to provide you with some general information regarding the Carlisle Area School District’s expectations while you are in our school buildings working with our students, staff and administration. Administrators are available to answer any additional questions you may have in regard to serving in a volunteering capacity.

#### **Working as a volunteer:**

1. Match your interest and time availability with school needs. Consult with the building office for specific details regarding school needs, requirements and scheduling options.
2. Keep direct lines of communication open in the event of your absence or schedule changes: know when and who to contact if problems arise. If you cannot fulfill your commitment for any period of time, please notify the building office and the teacher who was expecting you so other plans can be made if necessary.
3. Follow District and school procedures for signing in/out, wearing identification badges, using school materials and maintaining school safety measures. Know emergency procedures for fire, illnesses, etc.
4. Observe full confidentiality regarding information, events and people you encounter in your assignment. Confidential information about students or employees may not be discussed or disclosed outside the school environment.

### **Working with School Staff:**

1. Know your area of responsibility; volunteer activities should support efforts of staff members but cannot replace them or exceed their authority.
2. Seek advice and direction from those directly in charge; school employees (i.e. teachers, counselors and administrators) are trained and responsible for their task. By law you cannot substitute for professional personnel.
3. Maintain a spirit of partnership and cooperation with all staff members. A positive attitude by both staff and volunteers is essential to school success.
4. Share information and suggestions with your staff partner; should a problem arise, consult the building office for assistance.

### **Working with Students:**

1. Be yourself! Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will ensure your success with young people.
2. Always be consistent with the specific rules and practices maintained by your staff partner. For more information on rules; ask for a handbook in your assigned building.
3. Maintain your position of responsibility and authority at all times. Family and/or neighborhood relationships should never conflict with your role as a volunteer.
4. Learn names and procedures quickly; if in doubt, ask your staff partner or building office personnel for additional assistance.
5. Be aware of individual student problems, deficiencies and special needs. Sensitivity to student differences is critical at all grade levels.
6. You should not engage in communications with students using any social media (Facebook, SnapChat, Instagram, text messaging, etc.).

## **CARLISLE AREA SCHOOL DISTRICT EQUITY STATEMENT**

The Carlisle Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, gender-identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability or any other status protected by law in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

No person shall on the grounds of race, color, age, creed, religion, gender, gender-identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability or any other status protected by law be excluded from participation in or be subjected to discrimination in any program or activity funded in

whole or in part by federal funds. Discrimination on the basis of sex or religion is also prohibited in some federal programs.

For information regarding civil rights or grievances procedures, services, activities and facilities that are assessable to and usable by handicapped persons, contact:

Mr. Michael Gogoj, Assistant Superintendent and Title IX Coordinator/Compliance Officer  
717-240-6800 ext. 16807, [gogojm@carliseschools.org](mailto:gogojm@carliseschools.org)

Jill Condo, Director of Student Services and Section 504 Coordinator  
717-240-6800 ext. 17815, [mailto:condoj@carliseschools.org](mailto:mailto:condoj@carliseschools.org)

Administrative Offices: 623 West Penn Street, Carlisle, PA 17013

**The Carlisle Way is a philosophical belief that is shared with all professional employees that are hired in the Carlisle Area School District. The Carlisle Area School District embraces this belief and we encourage you to embody this belief in your interactions with students and staff members as you volunteer in our schools.**

### *THE CARLISLE WAY*

*“Empowering Every Learner”*

#### **Mission Statement**

The Carlisle Area School District is committed to providing all students with educational and leadership opportunities to meet the challenge of personal responsibility, enabling them to become contributing members of our diverse society. The district will excel in student achievement, community engagement, and financial stewardship.

#### **Belief Statements**

**Student Achievement:** All students will have the opportunity to achieve academic excellence in order to become life-long, responsible and resourceful learners who think critically and creatively, communicate effectively and collaborate in a global world.

- **Professional Learning Community:** Highly qualified, innovative and compassionate staff will be committed to life-long learning and professional growth in order to meet the individual learning needs of all students in a safe and supportive environment.
- **Academic and Extra-Curricular Programs:** A diverse, challenging and academically rigorous instructional program will meet the college and career readiness goals of all students. Extra-curricular programs will provide opportunities for students to develop leadership, interpersonal and team-building skills.



- **Student Services:** A wide range of support services will be provided to students in order to meet their academic, emotional and social needs.
- **Diversity:** Each student will have an educational experience that values and accepts diversity as an integral part of a global society.

**Community Engagement:** Partnerships with the community will allow our students to engage in service learning experiences and career opportunities, will provide increased access to community services and resources, and allow members of the community to participate in a variety of educational opportunities.

**Financial Stewardship:** Resources and financial assets will be managed in a fiscally responsible manner that supports and enhances the academic, extra-curricular and support services in order to meet the needs of every student.

## **STANDARDS OF EXCELLENCE**

The Carlisle Area School District is committed to lifelong learning through the education of current and future educators by providing continuous opportunities for professional growth.

Each staff member will:

1. assist in the provision of a meaningful learning experience for new and future educators to include a willingness to share with young colleagues.
2. display empathy in dealing with students and families in the fulfillment of the educational mission.
3. recognize, embrace and develop goals that support the diverse composition of our school district.
4. respect the needs of others in the educational community.
5. create and maintain a positive school environment for everyone.
6. recognize and develop the leadership potential that all individuals possess.
7. exhibit strong interpersonal communication skills to establish and maintain a good working relationship with students, families, community members and colleagues.
8. honor and uphold the vision, mission, beliefs, values and standards of excellence of the Carlisle Area School District.

## **STAFF EXPECTATIONS**

### **Role Models**

Students look to staff as examples of proper adult behavior. They do so far more than we sometimes realize. With this in mind we expect you to be examples in the areas of control, consideration, work ethic, language, and dress. If you expect students to be on time, then you cannot be late, unprepared, disorganized, and not ready to start class when they enter the room. In effect, you are the role model of *The Carlisle Way*.

## **Teacher-Student Relationships**

The teacher-student relationship is always a professional one between adults and adolescents. There are two quotable quotes that describe *The Carlisle Way* in this area. The first quote is, “They don’t care what you know until they know that you care.” We must always present ourselves as adults who really like kids. Our desire for presenting ourselves as a caring staff should not be interpreted as advocating that we’re “running a loose ship.” On the contrary, classroom discipline and reasonable structure are often the best contribution you can make to the education of your students. The other quote is, “They remember how you treated them long after they forgot what you taught them.” We have to be for students, not against them. You must be student-oriented in Carlisle Area School District. Our schools were built for the benefit of our students. We must be caring, firm, fair, consistent, and persevering. We acknowledge that virtually any trained educator can reach the intelligent, motivated, and well-behaved student. The master teachers however, find ways to teach the others.

## **Dress**

Carlisle Area School District staff must be sensitive to the way they are dressed each day. As professionals, we need to dress in a manner that is generally recognized as professional. Neatness and good grooming are expected. It is recognized that certain staff members must dress according to their jobs.

## **Interpersonal Skills Development**

We will continue to teach content across the curriculum. We will also be committed to the activities outlined in the strategic plan as well as the district initiatives designed to support this plan. All staff members shall be sensitive to the development of the principles of character education in our students. This includes the teaching of manners, consideration of others, respect for property, and the use of appropriate language. The acquisition and use of appropriate interpersonal skills by all of us are essential if we are to bring the components of the core philosophy alive and to create and maintain a school climate that will support our vision.

## **Discipline**

Discipline is the responsibility of all staff in Carlisle Area School District. We expect everyone from the custodians to the teachers, counselors, and office personnel to be conscious of student behavior. All staff members are to confront and to report inappropriate conduct. Staff members must not ignore behavior that is contrary to the principles inherent in *The Carlisle Way*.

## **Administrative Support**

We will not tolerate inappropriate, unacceptable behavior from our students. In dealing with student misconduct disciplinary procedures will be followed at all times by all staff. We are here to provide you with administrative support with respect to student discipline. When you think before you act or speak and avoid creating situations where your actions are questionable, you

will have our absolute support. We will assist you with the problem, help to calm the conflict, and/or to “save face” as much as possible. However, we can not and will not say that you were right if you were wrong. Please remember to think carefully before you speak and act.

### **Parent Contact**

Professional staff members will be in contact with parents regarding the progress of their students. You are encouraged to contact parents with positive as well as negative information. Parent support is paramount in the success of students in school and we must do everything possible to solicit this support.

### **Teacher Participation**

As often as possible, teachers are encouraged to support and to participate in student activities outside of the classroom. There is value in seeing our students participate in activities that are important to them. Additionally, when students see you attend these activities it sends the message that you care about and support things that interest them. We have been fortunate to have staff members who take great pride in providing students with a wide range of valuable, extra-curricular opportunities.

### **Teaching at All Levels**

You will be expected to teach all levels of students. Some teachers prefer to teach only our “college-bound” students, but it is essential that students experience a variety of teachers. It is also expected that teachers differentiate instruction and assessment to accommodate various levels of student abilities and needs.

### **Grades and Grading Policy**

We expect all teachers to adhere to the district grading policy guidelines. Grades should be available at all times for inquiries from students, parents, or administrators regarding students’ progress. Grades are one of the indicators of student success and as such are subject to review and inquiry.

### **Homework and Assignments**

We shall differentiate between homework given for practice purposes and homework given that is project based. Teachers must be sensitive to the amount of homework given to students for practice and the amount of time that would be expected to complete each assignment. The purpose of homework should be considered when homework is to be included (counted) in the course grading policy.

### ***The Carlisle Way***

We want Carlisle to be a school district that is associated with the terms class, integrity, and achievement, to be recognized as a school that embraces the diversity of our community and

pushes our students to the brink of their potential, to be competitive, but known for our sportsmanship. We want the Carlisle Area School District known as a district where the staff and students look good and act even better. This appearance, attitude, and behavior must start with us. Some students come from an environment that cultivates these traits while others may need support from staff to acquire them. If *The Carlisle Way* represents a philosophy that you can support, then we welcome your application for employment in our district.

Reference: Girvin, Nancy J., *The Emerald Way*, August 1999.

Note: Ms. Girvin is the Principal of Emerald Middle School, A California  
Blue Ribbon School in El Cajon, California