

CENTENNIAL SCHOOL OF LEHIGH UNIVERSITY

CENTENNIAL VISITORS (VOLUNTEER/ PROJECT): POLICIES AND PROCEDURES

EQUAL OPPORTUNITY EMPLOYER

Centennial School of Lehigh University provides equal opportunity based on a person's merit without discrimination because of race, color, religious creed, ancestry, national origin, age, disability, gender, sexual orientation, socio-economic status, limited English proficiency, or union membership.

SECURITY

All persons volunteering or completing projects at Centennial School must complete security clearances prior to working with students. These include a criminal records check and a child abuse clearance. A money order in the amount of ten dollars will be required for each security clearance. Volunteers should complete and mail these forms immediately and prior to beginning placement at Centennial School.

PARKING

When arriving at Centennial School, please park along the side of the building. Parking in front of the building is reserved.

ENTERING AND LEAVING THE BUILDING

Upon entering the building, all volunteers MUST sign in at the front desk and obtain and wear a visitor's badge while in the school. Upon leaving the school, volunteers should remove and return the visitor's badge and sign out. Having volunteers record their time in this manner is critical, as this will be the official record of the days and hours spent at Centennial School. It is also a safety issue. Failure to accurately record this information may lead to the requirement for additional hours or you may be instructed to discontinue your placement.

ABSENCES AND TARDINESS

If you will be late or absent on a given day you are scheduled to volunteer, please contact the program coordinator to whom you are assigned, either through phone or e-mail. Repeated absences will result in a poor summative evaluation or may lead to the termination of the volunteer's services. Volunteer's should be aware of the seriousness of their commitment and be neither absent nor late unless absolutely necessary.

DRESS CODE

Volunteers are expected to use good judgment in matters of dress and grooming and to model standards that are appropriate for Centennial School students. Attire may be casual but should be neat and appropriate for activities that are planned for the day. Items that are not allowed include clothing with explicit sexual, drug-related, alcohol-related, obscene, or vulgar references. In addition, hats and coats are not to be worn in the building during class times.

WORKING WITH STUDENTS AND STAFF

All volunteers will be assigned to a classroom and will be supervised. No volunteer should ever be left alone with students, nor should any volunteer be assigned supervisory responsibilities. Additionally, no volunteer should ever engage in physical altercations or restraints with students. If a student engages in violent, disruptive behavior, the volunteer should simply leave the area and let Centennial staff members handle the situation.

REASONABLE ACCOMODATIONS

Centennial School is committed to the policy of making reasonable accommodations for disabled employees so they can perform their jobs. Any questions in this regard should be addressed to the Director of Centennial School or Human Resources of Lehigh University.

STANDARDS OF PERFORMANCE

Centennial School expects certain standards of performance, safety, and conduct among its employees. Behaviors such as stealing, dishonesty, drunkenness, insubordination, fighting, and possession of drugs/alcohol will not be tolerated. These examples are not all inclusive. Generally, these standards are recognized and observed by staff without any intervention on the part of supervisors. When these standards are not observed, Centennial School has the right to discipline a volunteer up to and including dismissal.

SAFETY POLICY

Everyone is entitled to work and study in a hazard-free environment. Centennial School strives to achieve an optimum degree of safety while still providing an intellectual and civil atmosphere within which to work. Federal, state, and local regulations mandate a minimum level of safety. It is the intent of Centennial School of Lehigh University to provide a safe and healthy environment for all faculty, staff, students, vendors, contractors, and others who may work at or visit Centennial facilities and grounds. A copy of the full policy is available for your review in the Office of Risk Management at Lehigh University.

BUILDING EVACUATION PLAN

A building evacuation plan is located in the wall next to the door of every room in the building. Staff should familiarize themselves with this plan so that they will know how to exit with their students in the event of an emergency.

SUSPECTED OR POSSIBLE STUDENT PROBLEMS

Volunteers who suspect a student of possession of an illegal substance and/or item (e.g., drugs, alcohol, firearms, weapons) should immediately report their suspicion to their classroom teacher. Similarly, volunteers who hear of statements made by students, which threaten harm either to the students themselves or to others should be reported immediately to the volunteer's classroom teacher.

HARASSMENT

Centennial School strives to provide an environment that is free from harassment on the basis of age, color, disability, gender, gender-identity, national or ethnic origin, race, religion, sexual orientation or veteran status. Harassment is unacceptable behavior, which will not be tolerated. There are two types of harassment: hostile work environment and quid pro quo sexual harassment. A *hostile work environment* occurs when a member of Centennial School or a guest is subjected to unwelcome statements, jokes, gestures, pictures, touching or other conduct that offend, demeans, harass or intimidates. Harassment includes offensive verbal and physical conduct that has the purpose or effect of creating and intimidation, hostile or offensive environment. The conduct may involve a serious and offensive event or a series of events deemed to constitute persistent harassing behavior. *Quid pro quo sexual harassment* occurs when a member of Centennial School explicitly or implicitly promises or withholds job-related or education-related benefits based on the employee's acquiescence to sexual advances or behavior, including unwelcome sexual advances and request for sexual favors, where submission to the conduct is made a term or condition of employment or educational opportunity. Harassment of this sort may involve behavior by a person of either sex against a person of the same or opposite sex.

As a volunteer at centennial School, you have the right to a safe work environment. Should you be a victim or have concerns about harassment, you should contact the director of Centennial School, Dr. Michael George immediately to report your concerns.

DRUG-FREE WORKPLACE

Centennial School of Lehigh University is committed to maintaining a healthy, drug-free environment. In compliance with the Drug-Free Schools and Communities Act of 1990, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and subject to disciplinary action. The use of legally obtained substances, including alcohol, to the point of where such substance impairs or adversely affects performance, is prohibited.

SMOKE-FREE WORKPLACE

Centennial School is a smoke-free environment. Smoking within the building is prohibited at all times.

AIDS POLICY

Centennial School of Lehigh University will treat Acquired Immune Deficiency Syndrome (AIDS) the same as any other disease. Victims of AIDS or other diseases are permitted to work unless their personal physician, campus officials or federal public health officials declare that the disease represents as substantial risk to the health and safety of the individual or other members of the community. In such instances, appropriate measures will be taken to protect the individual and the community.

PERSONAL ITEMS OF VALUE

Centennial School is not responsible for the loss or damage to personal items left at school or on the school vans. Volunteers are encouraged to leave items of value at their homes or in their cars, which should be locked. Purses, car keys, and other valuables that are brought to school should be stored in locked cabinets.

TELEPHONES AND PAGERS

Volunteers should not bring cell phones or pagers with them into the school building.

SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

When school is to be closed due to inclement weather, announcements will be made before 6:30 AM and throughout the morning on a number of local radio stations. The following radio stations broadcast school cancellations:

Bethlehem: WLEV 100.7 FM; WCTO-CAT COUNTRY 96; WEST 1400 AM; WFMZ Channel 69, www.WFMZ.com, WGPA 1100 AM

Allentown: WAEB 790 AM; WAEB-B104 FM

Easton: WODE 99.9 FM

Reading: WRFY 102.5; WEEU 830 AM

SUMMATIVE EVALUATION

A summative evaluation will be conducted for those volunteers who are completing their duties as a part of a course requirement. This will consist of the volunteer's performance in relation to adherence to the schedule, ability to work effectively with students and staff, degree of helpfulness, professional work behaviors, and overall performance. A copy of the summative evaluation will be forwarded to the appropriate college/university personnel if the volunteer is working at Centennial for course credit.

POLICIES AND PROCEDURES: SIGNED AGREEMENT

After reading “Centennial visitors (volunteers and student projects): Policies and procedures,” please read the statement below, write your name and then sign as indicated.

By signing below, I acknowledge that I have received and read a copy of the “Centennial visitors (volunteers and student projects): Policies and procedures” handout provided by the Centennial School of Lehigh University, and that I agree to abide by the conditions presented therein.

Print Name

Signature

Date

CENTENNIAL SCHOOL OF LEHIGH UNIVERSITY

VOLUNTEER/PROJECT STUDENT DEMOGRAPHIC SHEET

Name: _____

Semester (Fall or Spring) and Year: _____

Daytime Phone Number: () _____

Nighttime Phone Number: () _____

E-Mail Address: _____

Emergency Contact Name: _____

Emergency Contact Number: () _____

University Course Requirement? (circle one) YES NO

If YES circled above, please complete the following:

Course Number and Name: _____

Course Instructor: _____

Instructor Daytime Phone Number: _____

Instructor E-Mail: _____

Number of Volunteer Hours Required: _____

PDE Certification(s): (circle one) YES NO

If yes, please list below:

Office use only:

Clear TB Test	<input type="checkbox"/>	Demographic Form	<input type="checkbox"/>
Criminal Background Check- (ACT 34)	<input type="checkbox"/>	Polices and Procedure Form	<input type="checkbox"/>
Federal Criminal History- (ACT 114)	<input type="checkbox"/>	Confidentiality Agreement	<input type="checkbox"/>
Child Abuse Clearance - ACT 151	<input type="checkbox"/>		

Please return form to Nichole Held at Centennial School

CENTENNIAL SCHOOL OF LEHIGH UNIVERSITY

STUDENT PROJECT REQUEST FORM AND CONFIDENTIALITY AGREEMENT

Name: _____

E-mail address: _____

Semester (Fall or Spring) and Year: _____

Daytime Phone Number: () _____ Nighttime Phone Number: () _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

University Course Requirement? (circle one) YES NO

If YES circled above, please complete the following:

Course Name and Number: _____

Course Instructor: _____ Instructor Phone: () _____

Instructor E-mail: _____

Will you be working alone or will you be working with other undergraduate or graduate students?
(Check one) I will be working alone _____ I will be working in a group _____

If you are working with other students, indicate their names: _____

Purpose and brief description of the project: _____

Confidentiality

By signing below, I acknowledge and understand that all information about Centennial School students must remain fully confidential. When conducting the project, I will not copy any information from the child's education record that will disclose the child's identity. When reporting the results of the project to persons not employed at Centennial School of Lehigh University, I will not use the child's actual name in any written or oral report.

Signature: _____ Date: _____

Approved by: _____ Date: _____

Nichole Held