



A System Focused on Every Student; Every Day

Peekskill City School District

VOLUNTEER

PROTOCOLS

Volunteer Applications Required Each School Year



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Dear potential Peekskill City School District volunteer,

Thank you for your interest in joining our team. I once read that volunteers do not necessarily have the time but they do have the heart! All of us here in your public school system appreciate your generous gift of time and attention to help children learn.

As with most things in life, there is a bit of paperwork to get started. Please note that the information following is as much for your safety and it is for the safety of our students. Volunteers are a precious resource. We want your experience to benefit the children attending our schools and have no unintended challenges to you. Most of this information is just good common sense but some wording is required specifically by law so please let us know if anything appears unclear or confusing.

Thank you again for making time for our students. I look forward to seeing you at our schools!

Sincerely,

Dr. David Fine
Superintendent of Schools

Peekskill City School District
Volunteer Application Procedures

1a. All volunteers must complete a volunteer application packet which includes the following:

- Volunteer Application
- Volunteer Statements affirming understanding of: Confidentiality, Discrimination and Prohibiting Harassment, Intimidation and Bullying laws and procedures
- Volunteer Criminal History Disclosure/PCSD Criminal History Background Check
- Volunteer Reference Check
- NYS Fingerprinting Application (A one-time processing fee)

1b. All occasional (10 or less service events) or one time volunteers must complete a volunteer application packet which includes the following:

- Volunteer Application
- Volunteer Statements affirming understanding of: Confidentiality, Discrimination and Prohibiting Harassment, Intimidation and Bullying laws and procedures
- Volunteer Criminal History Disclosure/PCSD Criminal History Background Check
- Volunteer Reference Check

2. Volunteer application packets must be renewed each year.

Volunteer interests, availability and emergency contact information may change from year to year and should be current at each site where a volunteer works. PCSD screening will be done annually.

3. A copy of the volunteer packet must be on file with the Human Resource Department.

A school receiving a volunteer's application packet should send a copy of the packet, including the results of the PCSD screening to Human Resources.

4. All volunteers, including one-time volunteers and visitors must:

- Sign in and out at their school/site location.
- Wear identification badges during their volunteer activity or experience.
- Have valid license available for PCSD

Peekskill City School District

Coordinators

The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator & Compliance Coordinator

Dr. Joseph Mosey

1031 Elm Street

Peekskill, NY 10566

914.737.3300x 319

jmosey@peekskillcsd.org

Section 504/ADA Coordinator

Joyce Long

1031 Elm Street

Peekskill, NY 10566

914.737.3300x 325

jlong@peekskillcsd.org