

Twin Valley School District

No. 916

SECTION(S): Community
 TITLE: School Volunteers and Chaperones
 ADOPTED: October 15, 2012
 REVISED: October 19, 2015

1		916 – SCHOOL VOLUNTEERS AND CHAPERONES	1
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3	1. Purpose	The Board recognizes that community volunteers can make	3
4		valuable contributions to the educational program. The use of	4
5		community volunteers/chaperones is endorsed by the Board,	5
6		subject to legal requirements and administrative regulations. In	6
7		order to reasonably ensure the health, safety and welfare of staff	7
8		and students, qualifying volunteers and chaperones/must have:	8
9		<ul style="list-style-type: none"> • Report of criminal history from the Pennsylvania State 	9
10		Police (PSP);	10
11		<ul style="list-style-type: none"> • Child Abuse Clearance from the Department of Human 	11
12		Services (Child Abuse);	12
13		<ul style="list-style-type: none"> • A fingerprint-based federal criminal history (FBI) submitted 	13
14		through the Pennsylvania State Police or its authorized	14
15		agent.	15
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17	2. Definitions	Volunteer – one who willingly offers a service to the school	17
18		district without compensation. Volunteers shall not be asked to	18
19		assume the professional responsibilities of the school staff.	19
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21		Chaperone – a volunteer who helps supervise children for a	21
22		defined short period of time, i.e., field trips, or for an overnight	22
23		activity, under the supervision of a district employee.	23
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25		<u>Direct volunteer contact with children</u> – one who provides	25
26		care, supervision, guidance or control of children and routine	26
27		interaction with children	27
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29		<u>Routine interaction with children</u> – one who has regular and	29
30		repeated contact with children that is integral to a person’s	30
31		volunteer responsibility	31
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33		<u>Responsible for child’s welfare</u> – one who is acting in lieu of or	33
34		on behalf of a parent	34
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36	3. Guidelines	A qualifying volunteer or chaperone who must have clearances is	36
37		one who is responsible for the child’s welfare or has direct	37
38		volunteer contact with children as described in policy definitions.	38
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41		When determining whether a volunteer is responsible for the	41
42		welfare of a child consider whether the volunteer is acting in lieu	42
43		of or on behalf of a parent. If they are acting in lieu of or on	43
44		behalf of a parent, they will need certifications. If a	44
45		determination is made that the volunteer is not responsible for	45
46		the welfare of a child, you then move on to the second avenue for	46
47		consideration; whether they have direct volunteer contact with	47
48		children.	48
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1		The second avenue for consideration is whether the volunteer has	1
2		direct volunteer contact with children because they provide care,	2
3		supervision, guidance or control of children and have routine	3
4		interaction with children. As the terms care, supervision,	4
5		guidance and control are not defined in the statute we suggest	5
6		that the common meaning of these terms be used, with child	6
7		safety serving as the paramount consideration.	7
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9		With regard to routine interaction with children, consideration	9
10		should be given to what the volunteer's role is within the agency.	10
11		Is their contact with children regular and repeated contact that is	11
12		integral to their volunteer responsibilities?	12
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14	4. Authority	A volunteer may be approved when, in the opinion of the building	14
15		principal, the addition of a volunteer will enhance the program	15
16		which the regular staff is providing to students. The appropriate	16
17		administrator shall approve all volunteer designations and	17
18		chaperones. A record of their names, application, and clearances	18
19		will be maintained in a building data base. All buildings will	19
20		maintain volunteer/chaperone logs at the building level for a	20
21		period of two (2) years.	21
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23		If, under the pertinent laws or regulations, his/her criminal	23
24		history/child abuse report would preclude him/her from being	24
25		hired as an employee, that person may not be a	25
26		volunteer/chaperone.	26
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28		The volunteer position is not a right, but rather a privilege which	28
29		is conferred by the Board and the administration. As such, any	29
30		volunteer position or volunteer may be eliminated at any time for	30
31		any reason or no reason.	31
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33		In conjunction with legislation amending the Child Protective	33
34		Services Law and as part of a state-wide mandate that goes into	34
35		effect December 31, 2014, all school employees, contractors and	35
36		volunteers are required to obtain new clearances (PSP, child	36
37		abuse, and FBI) every 60 months.	37
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39	5. Delegation of	Please note the following information:	39
40	responsibility		40
41		• Effective Dec. 31, 2014, new volunteers must have	41
42		clearances in order to be approved for their positions.	42
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44		• Existing volunteers who do not already have clearances must	44
45		get them by July 1, 2015, and those with clearances that will	45
46		be more than five years old on July 1, 2015, must get new	46
47		ones before July 1.	47
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- If a volunteer has continuously resided in Pennsylvania for 10 years AND swears or affirms in writing that he or she has never been convicted of a disqualifying crime in Pennsylvania, or the corresponding offenses under the laws of any other jurisdiction, they need only the PSP and Child Abuse clearances; the FBI clearance is not needed.

The recommendation is to obtain your new clearances as soon as possible to avoid a delay in processing.

Please submit clearances to the office in the school building in which you are volunteering.

The Superintendent or designee shall have final approval of all long-term volunteers, chaperones, and extracurricular volunteers who may be reasonably expected to be present with students without a district employee present.

To assure the proper support for the volunteer programs of the district, the following minimal requirement shall apply:

1. PSP, Child Abuse and FBI clearances are required for all qualifying volunteers and chaperones as described in this policy. 10-year Residency Verification Form may be submitted in lieu of FBI clearance.
2. All volunteers and chaperones are required to self-report through PDE-6004 Arrest/Conviction Report and Certification Form. All chaperones are required to report any arrest or conviction listed in section 111(e) that occurs after original clearances and self-reporting.
3. All volunteers shall complete a volunteer application and have the documents on file with the appropriate administrator(s).
4. Each administrator who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments.
5. The administrator or designee shall assume general authority and responsibility over all volunteers serving within their control.
6. Volunteers/chaperones shall meet any standards which may be established by federal, state or local government, or by the Board or administration. The volunteer must

1		agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all	1
2		rules and regulations and administrative regulations	2
3		governing the conduct of the district's professional	3
4		employees.	4
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7		7. Volunteers/chaperones will not be permitted to	7
8		administer student discipline.	8
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10		8. Volunteers/chaperones will not be permitted to	10
11		administer first aid, except in the case of an emergency.	11
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13		9. Classroom volunteers shall be under the direct	13
14		supervision of classroom teachers and will not plan	14
15		instruction or evaluate the student.	15
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17		10. Volunteers/chaperones may not transport students in	17
18		personal vehicles.	18
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20		References:	20
21		School Code – 24 P.S. Sec. 111, 1418	21
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23		Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et	23
24		seq.	24
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26		Board Policy – 121	26
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