

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: BACKGROUND CHECKS FOR VOLUNTEERS

ADOPTED: August 13, 2012

REVISED: August 10, 2015

916. BACKGROUND CHECKS FOR SCHOOL VOLUNTEERS	
1. Purpose	<p>The Board of School Directors of the Hampton Township School District recognizes the valuable talent and skills of members of the community which may serve to enrich the educational, cocurricular and extracurricular activities of the students of the district. Accordingly, the Board encourages involvement by parents/guardians and community volunteers, subject to certain requirements and procedures as set forth below.</p>
2. Authority SC 510	<p>The Board of School Directors may adopt and enforce reasonable rules and regulations regarding school volunteer participation in the activities of the district. In this regard, the Board recognizes that there are differences between and among incidental visitors who may occasionally assist in classrooms or other school activities under the direct supervision of a classroom teacher, and volunteers in various ongoing school activities where they may have occasion to have legally defined “direct contact with children” or whose role might make them responsible for the welfare of a child.</p> <p>“Direct contact with children” is defined by law as “the care, supervision, guidance or control of children or routine interaction with children.”</p>
3. Definitions	<p>A “Person responsible for the child’s welfare” is defined by law as “a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization, or religious or other not-for-profit organization.”</p> <p>The Superintendent or designee shall maintain supervisory control over all programs, and may provide for administrative guidelines and the implementation of visitor procedures and volunteer services in each school or school activity.</p> <p>Incidental Visitors for purposes of this policy, shall mean those persons who assist in classroom activities and curriculum-related projects during the school day under the direct supervision of a classroom teacher. The term also includes persons who assist in cocurricular or extracurricular activities on an infrequent or irregular basis, in the school or on the school campus, both during the school day and after regular school</p>

<p>4. Guidelines & Clearance Requirements</p>	<p>hours. Examples of Incidental Visitors would include, but are not limited to, non-compensated persons who assist in classroom activities or celebrations, concert/performance ushers, and similar non-compensated functions at athletic events and other school related events whose interactions with children would be in public venues and similar to the Incidental Visitor’s interaction with adults.</p> <p>A “Volunteer” for purposes of this policy is a person who applies for and is approved by the Board or Administration for purposes of having an ongoing presence in a school, whose role would encompass routine interaction with students on a directly supervised, or occasionally not directly supervised, basis and specifically includes:</p> <ul style="list-style-type: none"> a. Any and all non-compensated athletic coaches, athletic trainers, equipment managers and others associated with school athletics b. Any non-compensated band, musical or other performing arts assistants such as managers, choreographers, directors, or acting or instrumental coaches or others of comparable role regardless of title or designation and c. Non-compensated chaperones who assist in cocurricular or extracurricular activities such as field trips, academic performances, or overnight trips, and who may have direct supervision over students. d. Non-compensated Academic Volunteers who work in the schools on a regular basis. <p>1. <u>Incidental Visitors:</u></p> <ul style="list-style-type: none"> a. Incidental Visitors shall be approved by the appropriate building administrator or designee according to standard visitor security and sign-in procedures, (e.g. confirmed identity, purpose of visit, time of arrival and departure, etc.) The building administrator or designee shall maintain a visitor log for a period of two (2) years following the completion of the school year or as otherwise directed by Policy or Administrative directive.. b. Incidental Visitors shall not assume the responsibilities of the school staff, but will work under the direction of the staff member, providing help in activities which are supportive, reinforcing or enriching in nature. Incidental Visitors shall not be involved in the direct disciplinary action involving a student or the administration of first aid, except in an emergency situation, and then as directed by an appropriate staff member. c. Except as specifically authorized by the Superintendent on a case-by-case basis, Incidental Visitors shall not be permitted to transport students by motor vehicles in support of any school program. d. Incidental Visitors shall <i>not</i> be required to provide clearances.
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SC 111
Title 22
Sec. 8.1
23 Pa. C.S.A.
Sec. 6301 et seq

2. Volunteers:

- a. All Volunteers, as defined above, must submit all mandatory background check materials and clearances before commencing any service to the district. Clearances for Volunteer Coaches shall be submitted to the Superintendent by the building principal prior to the first day of practice or prior to the Volunteer Coach beginning to work with the student athletes.
- b. No Volunteer shall perform any service with regard to the relevant program or activity until after he/she has been approved by the Board of School Directors. However, in the event that approval is required in a more timely fashion, The Board of School Directors authorizes the Superintendent or designee to grant approval of the volunteer on an interim basis, subject to ratification by the Board of School Directors at the next Board meeting.
- c. Limits on the number of Volunteers who may be used in specific athletic or other activities may be established from time to time by the Board. When the Board has not established limits on the number of Volunteers, the Athletic Director or other Administrator may request approval for the number of Volunteers which the level of student participation requires, or which can effectively support the paid coaching staff. The Athletic Director or other Administrator should not request approval for more Volunteers than paid coaching or professional staff can appropriately supervise. The Board delegates to the Superintendent the right to limit the number of Volunteers for any specific activity.
- d. In the case of chaperones, the occasion for which might arise on a less predictable basis, the prospective chaperone shall submit his/her clearances to the Superintendent who shall approve the candidate's participation as a Chaperone. The names of these individuals will be reported to the Board of School Directors at the next Board meeting.
- e. The District reserves the right to evaluate the results of each and every required background check prior to allowing a candidate to serve as a Volunteer.
- f. Currently, the required background checks for Volunteers include those commonly referred to as:
 - Act 34-Pennsylvania Criminal History Record Check as amended by Act 24 of 2011
 - Act 151 – Pennsylvania Child Abuse History Record Check
 - Act 114 – Federal Criminal History Record Check (commonly known as the “fingerprint check”) unless excused by Section 6344.2(b.1) of the Child Protective Services law on the basis of long term residency in the Commonwealth, or other similar provisions of the law.
- g. In addition to compliance with mandatory background checks prior to service, Volunteers are required to comply with the recertification requirements of the school code, Child Protective Services Law, or other such laws as may be applicable.

- h. The costs of obtaining required reports and clearances shall be the responsibility of the respective Volunteer. Any sponsoring parent-teacher organization or booster group may elect to cover such costs.

Confidentiality

No Incidental Visitor or Volunteer of any nature, shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other test scores; attendance records; disciplinary history; intelligence test scores; personality and interest test scores; individualized education plans; health data; family background information; teacher or counselor ratings and observations; and any other verified or unverified information contained in student files maintained by the teachers, administrators, or schools within the school district. If an Incidental Visitor or Volunteer has a question about the confidentiality of student information, he/she is encouraged to consult with the building principal and/or review Policy 216 (Student Records) of the District's Policy Manual.

Each Incidental Visitor or Volunteer shall keep strictly confidential all information he/she may learn, during the course of performing services, about the students enrolled in the district.

Information obtained by the District about Volunteers, through the background check process, will be maintained in a confidential manner by the District Administration subject to applicable provisions of law.