

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	900 Community
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Purpose

The purpose of volunteers in the schools is to augment the education and support resources available to students through the use of the diverse talents and skills of community members. The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and procedures set forth in this policy.

Definitions

Direct Contact with Children - the possibility of the care, supervision, guidance or control of children or routine interaction with children. [\[1\]\[2\]](#)

Volunteer - adult who provides a service without compensation, remuneration or other consideration for an educational, co-curricular or extracurricular program.

If an individual or the company employing the individual is receiving any consideration for the services provided, they are not a volunteer and are not governed by this policy.

Adult - individual eighteen (18) years of age or older. [\[2\]](#)

Authority

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff.

Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any or no reason.

Clearance Requirements

Clearances are required for all unpaid adult volunteers who are responsible for the welfare of a child or have the possibility of caring for, supervising, guiding or controlling children or routine interaction with children, regardless of the number of hours or frequency of the contact. [\[3\]](#)

Guidelines

Clearances Required for Volunteers[\[3\]](#)

1. PA State Criminal Record Check.
2. PA Child Abuse History Clearance.
3. Federal Criminal History Record Check (Fingerprint).

No person who is required to submit clearances will be permitted to volunteer if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from providing services under the Child Protective Services Law (see Disqualifying Offenses). [\[4\]](#)

Should a volunteer cease involvement with the district's volunteer program for a period of one (1) school year, s/he will be required to obtain new clearances.

Cost of Clearances

The costs of obtaining the required clearances shall be the responsibility of the volunteer.

Age/Renewal of Clearances

When first submitted, the clearances cannot be more than twelve (12) months old.

After the first submission, clearances must be updated every sixty (60) months from the oldest date on the clearances.[\[5\]](#)

Submission/Maintenance of Clearances

Volunteers should submit the following documents to volunteers@fcasd.edu or the Communications Secretary in the District Administration Office:

1. PA State Criminal Records Check - Act 34;
2. PA Child Abuse History Clearance - Act 151;
3. Federal Criminal History Record Check (Fingerprint) - Act 114.

Duty to Notify

If, after the date of the clearances, the volunteer is arrested or convicted of a Disqualifying Offense, or named as a perpetrator of a founded report of child abuse, the volunteer must provide written notice to the office of the district Superintendent within seventy-two (72) hours of the arrest or conviction.[\[6\]](#)

Failure to Disclose

Anyone failing to disclose information required under this policy commits a misdemeanor of the third degree and will be reported to law enforcement.[\[6\]](#)

Early Renewal Right

If the district has a reasonable belief that a volunteer has been arrested or convicted of a Disqualifying Offense or was named a perpetrator in a founded report of child abuse or the volunteer has given notice of an arrest or conviction of a Disqualifying Offense, the district, at its expense, shall immediately require the volunteer to submit updated clearances.

General Guidelines

1. No volunteer shall be permitted to access, review, disclose or use confidential student information (written or verbal); 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 measures of academic performance; class standing; standardized 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 a student's file maintained by the teachers, administrators or schools within the School District.[\[7\]](#)[\[8\]](#)
2. Each volunteer shall keep strictly confidential all information s/he may learn about students in the School District during the course of performing services. Volunteers may be required to sign a confidentiality agreement prior to providing services.
3. The role of a volunteer is to assist, but not replace or assume the responsibilities or authority of the District staff.
4. All volunteers providing service during the time that school is in session will be required to sign in at the appropriate building with a statement of their volunteer purpose and wear and display an identification badge at all times and return the badge to the office at the end of the volunteer period.[\[9\]](#)
5. Under no circumstances shall a volunteer be considered an employee or an independent contractor of the District. A volunteer shall receive no wages or other valuable consideration for the performance of his/her volunteer services.
6. Volunteers who transport students in personal vehicles are not covered by insurance provided by the District. Insurance coverage in this situation is through the volunteer's own insurance carrier.
7. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The Athletic Director will assume general authority and responsibility over all athletic volunteers.
8. Volunteers will not be permitted to directly administer student discipline.
9. Volunteer activities will be provided only as requested by the teacher or supervisor.

Delegation of Responsibility

To assure the proper use of volunteers in the school district, the following minimal requirements shall apply:

1. The school administrator shall assume general authority and responsibility over all volunteers serving at that school or site. The administrator will also base his/her assignment of volunteers on teacher requests for assistance. School staff that use(s) volunteers in any capacity shall be responsible for:
 - a. Recruiting and selecting volunteers in accordance with the needs of the school as the administrator and staff shall determine, including the number of volunteers providing service in any one area.
 - b. Developing a list of duties which would be performed by volunteers in accordance with the identified needs in his/her school. (Such duties must be in accordance with School Laws of Pennsylvania and must not be in conflict with assigned duties of employees of the school district.)
 - c. Assigning duties to the volunteers.
 - d. Terminating the services of any volunteer:
 - i. Who violates school district policy, school rules, or program guidelines.
 - ii. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the school district, the school, the students, and/or the school's personnel.
 - e. Informing the Superintendent in a timely manner of the termination of a volunteer.

Disqualifying Offenses

1. Ever convicted of an offense similar in nature to the following crimes, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign national, or under a former law of Pennsylvania:[\[4\]](#)
 - a. Criminal homicide
 - b. Aggravated assault

- c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - j. Aggravated indecent assault
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest
 - n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Dealing in infant children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
 - t. Sexual abuse of children
2. Ever named as the perpetrator of a founded report of child abuse; OR
3. WITHIN THE 5-YEAR PERIOD IMMEDIATELY PRECEDING, convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act.

Last Modified by Donna Beley on March 29, 2016