

Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Active
Adopted	February 19, 2020

### **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

### **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[2]

### **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Adult** - an individual eighteen (18) years of age or older.[3]

**Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[4][5]

**Direct volunteer contact** - the care, supervision, guidance or control of children and routine interaction with children.[3]

**Person responsible for the child's welfare** - 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.[3]

**Routine interaction** - regular and repeated contact that is integral to a person's volunteer responsibilities.[3]

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[6]

**Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, school assemblies, school concerts, reading to students, working concession stands; participating in "Career Day," etc. The names of all Guest Volunteers shall be approved by the building principal or designee.

**School Volunteer** - is an adult, whose role is more than that of a visitor or guest volunteer, who voluntarily offers a service to the district without receiving compensation from the district. A School Volunteer is not a school employee. [5] Volunteer is an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, assisting in classroom celebrations, etc. The names of all School Volunteers shall be approved by the building principal and submitted for approval to the Board.

### **Delegation of Responsibility**

The Superintendent and building principals shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent, a volunteer's service may be discontinued at any time.

The Superintendent and building principals shall implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective School Volunteer shall complete and submit a volunteer application with required certifications attached.

The names of all School Volunteers shall be submitted for approval to the Board.

Upon approval, School Volunteers shall be placed on the list of approved School Volunteers.

Approval shall be required prior to beginning service as a School Volunteer.

### **Certifications**

Prior to approval, all School Volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old. [5]
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old. [5]
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse. [4][5][7]

If a School Volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the School Volunteer must also submit the following information: [5]

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

For record tracking purposes, all certifications must be current during the school year. If one of the School Volunteer's certifications will expire during the school year, all certifications must be renewed.

The Superintendent or building principals shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by School Volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

School Volunteers shall obtain and submit new certifications every sixty (60) months.[8]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[5]

#### Arrest or Conviction Reporting Requirements

School Volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[7]

The Superintendent or building principal shall immediately require a School Volunteer to submit new certifications if the Superintendent or building principal has a reasonable belief that the School Volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[7]

Failure to accurately report such occurrences may subject the School Volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[7]

#### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[9][10]

#### Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

#### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[11]

#### Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

#### Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

Legal

1. 24 P.S. 510
2. Pol. 824
3. 23 Pa. C.S.A. 6303
4. 23 Pa. C.S.A. 6344
5. 23 Pa. C.S.A. 6344.2
6. Pol. 907
7. 23 Pa. C.S.A. 6344.3
8. 23 Pa. C.S.A. 6344.4
9. 23 Pa. C.S.A. 6311
10. Pol. 806
11. Pol. 216
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 1418
- 28 PA Code 23.44
- Pol. 123
- Pol. 123.1
- Pol. 123.2

916-Attach.doc (47 KB)