

**MILLVILLE AREA
SCHOOL DISTRICT**



**Volunteer Guidelines
2023-2024**

MILLVILLE AREA SCHOOL DISTRICT

VOLUNTEER & CHAPERONE GUIDELINES

The Millville Area School District welcomes and encourages parents, guardians, and community members to volunteer their time and energies to support educational activities that occur within our schools. Within our elementary and secondary educational programs, there are numerous opportunities for participation that would serve to enrich the experiences of our students.

Volunteers who are committed to assisting students are valued members of the school team. Volunteers relate appropriate experiences from the “outside world” to the students’ experiences that occur within their school. Students greatly benefit from the perspectives and positive interactions shared with community volunteers.

As per *MASD Policy 916: Volunteers*, the district delegates responsibility to the Superintendent of Schools to situate and enforce procedures to ensure the selection and management of volunteers, compliance with Board policies, administrative regulations, rules and procedures, and the highest degree of safety for school students, faculty, and staff.

To that end, the following guidelines have been implemented to provide shared expectations for district administration, faculty, staff, district families, and prospective volunteers with regards to the processes that shall be undertaken for a community member, parent, guardian, and/or family member of a student to serve as a position volunteer and/or a guest volunteer within the Millville Area School District.

In the event that the following guidelines situated below are not followed, permission to serve as a volunteer with the Millville Area School District will NOT be granted and/or rescinded. Perspective volunteer compliance to the prescribed guidelines is very much appreciated.

Volunteer Goals:

- Enrich the curriculum
- Enrich students learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Assist teachers with non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

Working closely with the classroom teacher and school staff includes:

- Following the direction of a school staff member
- Accepting direction from school personnel
- Respecting the privacy of faculty, staff, and students
- Maintaining the highest degree of confidentiality

Understanding that evaluation of a student's learning can only be undertaken by the teacher
Committing to working in a classroom to support and improve education for all students
Seeking assistance and guidance from school personnel
Sharing ideas and constructive comments with school personnel
Acknowledging that teachers are responsible for discipline in the classroom
Referring to the classroom teacher or regular school staff member to address and/or resolve student instructional, medical or operational concerns.

Volunteer Expectations:

Sign in and wear an ID badge within schools and when on school grounds at all times
Wear school-appropriate attire
Show respect for all staff and students
Share concerns regarding students with the school staff only
Adhere to district policies, administrative regulations, as well as building procedures and practices
Adhere to guidance and direction provided by district personnel

DO NOT utilize cell phones within schools, classrooms, and/or on school grounds
DO NOT bring children who necessitate supervision to accompany you.
DO NOT take any photography of school students, faculty, and/or staff at any time.

Ground Rules for School District Facilities:

No smoking or tobacco use on district property
No weapons are permitted under any circumstances
No drugs or alcohol allowed
Do not use school equipment for personal purposes

Maintain Student Confidentiality:

Volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the district confidential. Federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information.

Volunteers may NOT take any photos of students during their volunteer activities and post them publicly without explicit authorization from the MASD. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others – even their parents. Do not make references to students' abilities in front of other students. The only person who should be told about a student's work is their teacher.

Important Guidelines for Appropriate Interaction with Students: The MASD expects that all volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but maintains a degree of formality.

General Guidelines for Appropriate Interaction with Students: All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

Do Not:

Take a student or students on private outings

Initiate social activities with students

Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place

Provide childcare for students

Ask a student to baby-sit for your family

Engage in Social Networking with students via Facebook, Instagram, Snapchat, Vine or Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries

Communication: Do not say or write things to a student that you would be uncomfortable sharing with the students' parents, district/school administrators or the teacher you are working with.

Do Not:

Make any comments that are based on gender or could be construed as sexual/gender discrimination

Make any comments and/or innuendos that are developmentally-inappropriate, lewd, and/or includes sexual references

Make jokes that belittle or diminish another person

Give students compliments that focus on physical attributes

Initiate conversations or correspondence of a private and/or personal nature with students

The Millville Area School District expects that all interaction and communication between volunteers and students will be consistently professional and school-appropriate at ALL times.

MASD Board Policy 916: *Volunteers* identifies two types of district volunteers:

1. **Position Volunteer** - 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, tutors, coaches, activity advisor, recess or library aides, etc. (These volunteers maintain routine supervisory and guidance responsibilities as well maintain on-going contact with students.)

2. **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, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," and/or serving as a Chaperone for a Field Trip, Curricular Excursion, and/or Community-Based Instructional Outing.

Process for becoming a district volunteer: The following steps must be completed prior to starting actual volunteer services:

- 1) ALL prospective volunteers must complete the ***Volunteer Acknowledgement Form*** (District Website)
- 2) ALL prospective volunteers must obtain your clearances which include the **Pennsylvania State Police Criminal Records Check (Act 34)**, the ***Child Abuse History Clearance (Act 151)*** and completing ***the Volunteer Affidavit in Lieu of Fingerprinting*** or the **Federal FBI Fingerprinting Background Check (Act 114)**. (District Website/Links Below)
- 3) ALL prospective volunteers must complete the ***Chaperone Guidelines Form*** (District Website)
- 4) ALL prospective volunteers must complete the ***Volunteer Confidentiality Agreement***. (District Website)
- 5) **All Prospective "POSITION" volunteers must:**
 - A.) Complete Online Mandated Reporter Training and submit proof of completion.
 - B.) Obtain a Tuberculosis (TB) test and submit results (28 PA Code, Chapter 23).
- 6) After the aforementioned steps are satisfactorily completed, your name will then be placed on the School Board agenda for approval. **Prospective volunteers must submit their respective artifacts by the first Monday of the month to be considered by the board at the first board meeting of the month. Prospective volunteers must submit their artifacts by the third Monday of the month to be considered by the board at the second board meeting of the month. It is critical that prospective volunteers conform to the aforementioned timelines in order to serve as a volunteer for specific events.**
- 7) Upon approval, approved volunteers will be contacted by the building principal and/or his/her designee.
- 8) Volunteer approved in the previous year, you do not need to obtain clearances, mandated reporter training, or TB test again. In the event that individuals wish to serve as a volunteer for subsequent year(s), they will only need to complete the volunteer application.

Clearances:

Pennsylvania mandates that clearances are undertaken and updated no less than every five years. Child abuse clearances and state criminal background checks are offered free for volunteers. Please utilize the links below to access the prerequisite requirements:

Act 114 - FBI Fingerprint Clearance or Volunteer Affidavit In Lieu of Fingerprinting: For links and instructions, please see the “Volunteer Information” page on our district website using the following link: <https://www.millsd.us/district-info/volunteer-information>.

Act 34 - PA Criminal Record Check: For links and instructions, please see the “Volunteer Information” page on our district website using the following link: <https://www.millsd.us/district-info/volunteer-information>.

Act 151 - Child Abuse History Report: For links and instructions, please see the “Volunteer Information” page on our district website using the following link: <https://www.millsd.us/district-info/volunteer-information>.

Annual Approval:

Prospective volunteers will need to complete the volunteer application each year to assure we have your correct contact information. **You must be board approved every year prior to serving as a volunteer. If you do not serve as an approved volunteer for consecutive years, you will need to complete the entire process to be approved in the future.**

When all of the application processes have been completed, all of your forms should be submitted to your school’s main office, to be filed/archived within the District Business Office.

VOLUNTEER ACKNOWLEDGEMENT

MILLVILLE AREA SCHOOL DISTRICT

The undersigned hereby acknowledges that he/she is volunteering to perform services without compensation on behalf of the Millville Area School District and that he/she understands that in the event of any injury to the person or property of said volunteer not directly caused by the neglect of the Millville Area School District acting through its servants and employees. The Millville Area School District shall have no liability therefore under workers compensation laws, tort law, or any other law.

Said volunteer also acknowledges his/her understanding that even as to personal or property damage suffered by said volunteer while in the service of Millville Area School District which is directly caused by the negligence of the School District, acting through its employees or servants, that the laws of the Commonwealth of Pennsylvania provide that the Millville Area School District is immune from liability for damages therefore subject to certain exceptions provided in said law and that even as to said exceptions, where the School District may be liable, the amount and nature of damages which may be claimed are expressly limited by said law.

In requiring the acknowledgment set forth above, the Millville Area School District does not intend to expand or limit its liability to said volunteer as currently provided under Pennsylvania law. The intent of the School District is simply to provide a clear, concise statement of existing law so that the volunteer may be fully apprised of his or her legal rights with regard to personal injury or property damage prior to volunteering his or her services.

As a volunteer, I agree to abide by the following MASD School Board policies:

- #103 – [Discrimination/Title IX Sexual Harassment Affecting Students](#)
- #806 – [Child Abuse](#)
- #824 – [Maintaining Professional Adult/Student Boundaries](#)
- #916 – [Volunteers](#)

VOLUNTEER NAME (PRINT)

SCHOOL(s)

ADDRESS

TELEPHONE NUMBER

Emergency Contact Name & Number

VOLUNTEER SIGNATURE

DATE

Chaperone Guidelines for Millville Area School District

Prior to chaperoning a field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

- All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- For all overnight trips, if both male and female students are attending, there must be at least one male and one female chaperone, unless there are restrictions from the event authority.
- All chaperones must be approved by school administration. These may include school employees and volunteers. All volunteers must comply with Board Policy 916 - Volunteers, and submit required disclosures and clearances prior to the trip.
- Chaperones are expected to support the trip organizer/advisor at all times, in all decisions, and policies. Any discussions about decisions and policies should be held in private and not in the presence of students. Chaperones are expected to put the needs of the students and trip organizers ahead of personal preferences during the trip.
- Chaperones are expected to arrive on time, remain with the group, and report to designated assignments.
- Never leave a student alone at a hotel. If a student is ill and unable to participate in planned activities, at least one chaperone must stay at the hotel with the student.
- Chaperones are expected to assist in supervising students in the hallways, lobby, and recreational areas of the hotel. If students are allowed to use the hotel pool, supervision by a lifeguard and/or CPR certified chaperone is necessary.
- In order to comply with District policy, during District sponsored events, volunteer chaperones:
 - May not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - May not use tobacco in the presence of, or within the sight of, students
 - May not possess any weapons
 - May not administer any medications, prescription or nonprescription, to students unless professionally trained and previously approved by the District.
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rules, etc.). Know who is first aid trained, where the first aid kit is, supervising staff member's cell phone number, and who has the copies of parental permission slips with emergency phone numbers and medical information I acknowledge that I understand and will comply with the chaperone guidelines above.

Chaperone Signature _____ Date _____

Numbers of Chaperones:

Please refer to Millville Area School District Policy 121: Field Trips

Chaperone-to-Student Ratio for grades K-12:

All field trips shall be chaperoned by adults no greater than a fifteen (15) to one (1) ratio. Some field trips may require a smaller student/chaperone ratio (e.g. one chaperone per eight students). Therefore, the administration may approve more chaperones based upon situational variables and student needs.

It is imperative that prospective volunteers who wish to serve as a chaperone communicate their interest to their child's teacher and/or principal so that they may be considered well prior to the trip. In the event that chaperones have been identified, the principal will decline prospective volunteer/chaperone requests.

VOLUNTEER CONFIDENTIALITY AGREEMENT MILLVILLE AREA SCHOOL DISTRICT

Federal and state law protects the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer, sometimes this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information, about a student or family you will not repeat this information. This ensures the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, three laws govern special education confidentiality. FERPA (Family Educational Rights and Privacy Act), IDEA (Individuals with Disabilities Education Act), and Chapter 14 (Pennsylvania Special Education Guidelines). All three bodies of regulations require that confidentiality be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, building principal, or staff member. The volunteer should not carry any written or verbal statements outside of the school that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time a volunteer violates these terms of confidentiality, termination of volunteer services may occur.

As a volunteer:

- I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.
- I will keep confidential matters private.
- I also understand that volunteering in the MASD program is a privilege and not a right.
- I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be reviewed and may result in the termination of my volunteer involvement with the school district; and may result in legal action.
- As a volunteer, I will work with the highest standards, committed to the idea that my work, will benefit students. I promise to take to my work an attitude of open-mindedness, willing to be trained, as well as interest and commitment.

By signing this agreement, I am stating that I will not divulge information about any student or family to any person outside the school setting.

Volunteer Name (Print)

Volunteer Signature

Date