

CONESTOGA VALLEY SCHOOL DISTRICT
2110 Horseshoe Road
Lancaster, PA 17601



School Board Policy

Policy Number 916

Section: Community

Title: Volunteers

Related Policy: 907

Date 1st Reading: February 9, 2015

Approved: March 17, 2015

<p><u>916.100 Policy</u> The purpose of this policy is to recognize that the talent, skills, and experience of community members can help enrich student educational and extracurricular activities. The district will involve volunteers as appropriate for the benefit of students and the district.</p> <p><u>916.200 Guidelines</u> Subject to various legal requirements, the Board is authorized to adopt reasonable rules regarding school affairs.</p> <p>This policy shall be reviewed annually and updated as necessary.</p> <p><u>916.300 Definitions</u> Volunteer – an <i>adult</i> individual serving in an unpaid position who is <i>responsible for the welfare of one or more children</i> <u>or</u> <i>has direct contact with children</i>.</p> <p>Adult – means an individual at least eighteen (18) years of age.</p> <p>Responsible for the welfare of one or more children – means providing permanent or temporary care, supervision, training, or control of a child in lieu of parental care, including direct or regular contact with a child or children through any program, activity or service sponsored by the district or one of its schools.</p> <p>Direct contact with children – means care, supervision, guidance, or control of one or more children or contact with children that is regular, ongoing, and integral to the volunteer responsibilities.</p> <p>As examples, and without limiting the category of individuals who may be considered volunteers, <i>Volunteer</i> includes: (i) any individual who serves as a Volunteer sport coach or otherwise assists and has contact with children in connection with production or conduct of a play, concert, or other curricular, co-curricular, or extracurricular activity; (ii) an individual who serves as a daily, weekly, or other periodic scheduled classroom assistant; (iii) an individual who serves as a school sponsored</p>	<p>Cites relating to 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42</p> <p>Authority SC 510</p> <p>23 Pa.C.S.A. Sec. 6303 Sec. 6344.2</p> <p>PA Dept. of Human Services Volunteer FAQs 12/19/14</p>
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<p>event chaperone; and (iv) an individual who in connection with a school sponsored activity has contact, unsupervised by a school employee, with a child with respect to whom the individual is not the parent, relative, or guardian of the child. A Volunteer is someone who is <i>more than a Visitor</i>, and normally involves an individual working directly with one or more students, having responsibility for one or more students, and having repeated interaction with one or more students. An individual who allows a student to visit the individual’s place of business for job shadowing is not considered a Volunteer.</p>		1 2 3 4 5 6 7 8 9 10 11 12
<p>Visitor – an individual whose actions do not rise to the level of a volunteer. As examples, and without limiting the category of individuals who may be considered visitors, Visitor includes: (i) a parent, relative, or guardian who visits a classroom, lunchroom, auditorium, other school common area, or private meeting area to make a delivery to, meet with, or share a celebration time with, a student who is the individual’s child or other relative or for whom the individual is the guardian; (ii) an individual who attends a sports event or other extracurricular activity; or (iii) an individual who is a career day or other similar speaker or participant visiting to share information with students under supervision of a school employee. Visitors are governed by Board Policy No. 907/School Visitors.</p>	Pol. 907	13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<p>School employee – an individual who is employed by a school or who as a volunteer or otherwise provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.</p>		29 30 31 32 33 34
<p>Volunteer sport coach or activity advisor – any unpaid individual who regularly assists a paid coach or advisor in a sport or other extra-curricular activity. Volunteer coaches or advisors may work directly with students on activities and techniques. A volunteer sport coach or advisor may be asked to assume responsibilities of a paid coach or advisor in an emergency situation.</p>		35 36 37 38 39 40 41
<p>Starting July 1, 2015, all volunteers are required to submit the following background check and related documents and information to the Human Resources Office prior to providing volunteer services:</p>	SC 111 23 Pa.C.S.A. Sec. 6301 et seq.	42 43 44 45 46 47
<ul style="list-style-type: none"> • PA State Police Criminal History Report – dated no more than one year prior to the submission date • PA Department of Human Services Child Abuse Report – dated no more than one year prior to the submission date • Federal Criminal History Report – dated no more than one year prior to the submission date; OR certification of residency. • PDE-6004 Arrest/Conviction Report and Certification Form – dated as of submission date – This is a written statement that the individual has never been arrested or convicted of certain crimes 	22 Pa. Code Sec 8.1 et seq.	48 49 50 51 52 53 54 55 56 57 58 59 60

specified in 24 P.S. § 1-111.	1
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<ul style="list-style-type: none">• Employee/Volunteer Self-Reporting Commitment Form – dated as of submission date . This is a written statement that the individual has never been arrested or convicted of certain offenses, including offenses that would prohibit employment under 23 Pa.C.S.A. § 6344(c) and certain other offenses, has never been named as a perpetrator in a founded or indicated report of child abuse, and if in the future the individual is arrested or convicted for any such offense or is named as a perpetrator, the individual will provide written notice to the District within 72 hours of such event, which notice will be on the PDE-6004 Form if related to an arrest or conviction. This form also includes the individual’s Cogent Systems Registration ID – enabling district direct access to federal criminal history reports.	3
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<ul style="list-style-type: none">• Volunteer Acknowledgement of Policy No. 916/Volunteers and Policy No. 806/Child Abuse – dated as of submission date – This is a written statement that the individual has read, understands, and agrees to comply with these policies.	19
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Federal Criminal History Report and Cogent Systems Registration ID are not required for a volunteer who provides a written statement that he or she has been a Pennsylvania resident during the entirety of the previous 10-year period.	25
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A volunteer who is not a Pennsylvania resident may serve on a provisional basis for 30 days if the volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled.	30
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No volunteer shall begin service until: (1) the volunteer has complied with the above mandatory background check requirements; (2) the district has evaluated the results; and (3) the start of services has been approved by the Superintendent, Superintendent designee, or building principal, and if required in this Policy by the Board. Approval of a volunteer shall apply for an entire school year or the remainder of a school year, and the approval must be renewed to serve as a volunteer in a future school year.	36
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PA State Police Criminal History Report – Applicants may apply online through PATCH and obtain this report online, or Applicants may also use Form SP-164, Pennsylvania State Police Request for Criminal Record Check, and mail a money order to the PA State Police with the submission. The form may also be downloaded from the PATCH website.	46
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PA Child Abuse Report – Applicants may obtain forms from the district or online from the Department of Human Services.	54
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Federal Criminal History Report – This requires fingerprinting. 3M Cogent manages the fingerprinting process for the PA Department of Education. The applicant must register prior to going to the fingerprint	58
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23 Pa.C.S.A.
Sec. 6344.4

site. Registration is completed online or over the phone.		1
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Volunteers will pay at least \$10.00 toward the cost of their background check reports. For additional information, see the PA Department of Education website – Background Checks.		3
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Volunteers must provide new background check reports as set forth above within thirty-six (36) months from the date of the most recent background check report of the same type.	12 Pa.C.S.A. Sec. 6344.3	8
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As stated on the Employee/Volunteer Self-Reporting Commitment Form , all volunteers are required to provide written notice to the district of arrests, convictions, or naming in a report of child abuse, which notice will be on the PDE-6004 Form if related to an arrest or conviction. Failure to accurately report such arrests, convictions, or naming within seventy-two (72) hours may subject the individual to criminal prosecution.		13
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The names of volunteer sport coaches and volunteer activity advisors shall be submitted to the Board for approval. No volunteer shall begin a volunteer sport coach or activity position until approved by the Board. The Board, Superintendent or designee, or building principal may terminate the services of a volunteer at any time in his, her, or their sole discretion, with or without cause.	SC 1205.6	23
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The district shall provide volunteers with training on child abuse recognition and reporting.	Pol. 806	31
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Every volunteer should familiarize himself/herself with district Policy No. 806 (Child Abuse). A volunteer is required to report pursuant to Policy No. 806 if the volunteer has reasonable cause to suspect a child is a victim of child abuse.		34
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A volunteer may work with students by assisting in classroom activities, curriculum-related activities, and extracurricular activities during the school day and after regular school hours – with duties or activities as determined by the school employee who approves the start of volunteer services.		40
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The role of a volunteer is to assist. Volunteers may not assume instruction responsibilities of school employees, but will work under the direction of school employees, providing help in supportive or enriching activities. Volunteers will not administer tests to students.		47
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Except in an emergency situation, volunteers will not be involved in student discipline or administration of first aid.		53
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Except as authorized in advance by the appropriate administrator, and in compliance with district policies for vehicle use, volunteers are not permitted to operate a motor vehicle owned by or under the control of the district, or to transport a student to or from a school sponsored activity in		57
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a privately owned motor vehicle other than a student to whom the volunteer is the student's parent, stepparent, foster parent, legal guardian, or family relative (sibling, grandparent, aunt or uncle).

Volunteers shall follow all applicable administrative procedures established pursuant to this policy and all other rules, regulations, procedures, and administrative guidelines concerning the conduct of the district professional and paraprofessional staff. However, such rules, regulations, and procedures and guidelines shall not be deemed to expand the responsibility or authority of volunteers as set forth in this policy.

Each volunteer shall keep strictly confidential all information the volunteer may learn about students during the course of performing volunteer services, and shall follow all requirements of the Family Education Rights and Privacy Act (FERPA). No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed, unless knowledge of that student information is necessary for the volunteer to fulfill his or her responsibilities. Examples of such information include, but are not limited to: grades or other measures of academic performance; class standing; standardized or other test scores; attendance records; discipline history; 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 school employees or the district. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.

A volunteer is not an employee or independent contractor of the district, and shall not receive any compensation for services. The position of volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the Superintendent, principal, or other administrator. The district reserves the right to suspend or terminate the privilege to serve as a volunteer at any time, with or without cause.

916.400 Responsibility

The Superintendent or designee, or principal with approval of the Superintendent or designee, may expand the definition of Volunteer as stated above, and thereby require background checks and related steps from additional individuals in circumstances where it is determined such is appropriate for the protection of the safety of students. If any question arises as to whether an individual is a volunteer subject to the requirements of this policy, the question will be submitted to the Superintendent or designee, and the decision of the Superintendent or designee shall resolve the issue. Each principal may adopt for his or her building additional administrative procedures for recruitment, selection, and assignment of volunteers; however, the following requirements shall apply to all such procedures:

Pol. 216

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1. No such procedures shall be inconsistent with this policy.	1
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2. All such procedures must be approved by the Superintendent or designee.	3
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3. Each principal or designee has general authority over and responsibility for volunteers performing services at such schools. The Athletic Director and the principal have general authority over and responsibility for volunteer sport coaches.	7
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References:	13
School Code – 24 P.S. Sec. 111, 510	14
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State Board of Education Regulations – 22 Pa. Code Sec. 8.1 et seq.	16
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Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6	18
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Child Protective Services Law – 23 Pa.C.S.A. Sec. 6301 et seq.	21
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Board Policies – 216, 806, 907	24
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