

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: June 14, 2010

REVISED: October 19, 2015

SENECA VALLEY SCHOOL DISTRICT

916. SCHOOL VOLUNTEERS	
1. Purpose	The Board of School Directors values the unique contributions made by parent/guardian and community volunteers to the educational programs of the Seneca Valley School District. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to certain requirements and procedures as set forth below.
2. Definitions	<p>Direct contact with children - The care, supervision, guidance or control of children by a volunteer and routine interaction with children.</p> <p>Routine interaction - Regular and repeated contact that is integral to a person's volunteer responsibilities.</p> <p>A volunteer is any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least eighteen (18) years of age. A volunteer need not be a parent/guardian of a student enrolled in the school district. A school district student who serves as equipment manager or assistant athletic trainer, or who provides other volunteer assistance in support of a curricular, cocurricular or extracurricular activity is not considered to be a volunteer for purposes of this policy.</p> <p>A casual volunteer is a volunteer who comes to a school infrequently and works in the presence of a teacher/administrator with students. A casual volunteer does not have direct contact with children, and is not required to obtain criminal history reports or child abuse clearances. Examples include: individuals who volunteer to assist in the planning or conducting of classroom celebrations; single-day field trip chaperones; guest speakers; and concert/performance ushers.</p>

<p>3. Guidelines</p>	<p>A program volunteer is a volunteer who provides recurring assistance in support of school-sponsored activities under the general direction and supervision of a coach or sponsor employed by the district and may, from time to time, have or may be reasonably expected to have direct contact with children. Examples include: volunteers who assist on the coaching staff of an athletic team; volunteer athletic trainers or equipment managers (excluding school district students serving in those capacities); chaperones for overnight student trips and choreographers, musicians and other individuals who provide assistance to students in the marching band or school musical.</p> <p>A chaperone is a volunteer who accompanies students on school-sponsored trips.</p> <p>Final determination of a volunteer's status is the responsibility of the principal or assistant principal.</p> <p>Under no circumstances shall a volunteer be considered an employee or independent contractor of the school district. A volunteer shall not receive wages, salary or other valuable consideration for the performance of his/her services. Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. The school district reserves the right to terminate the services or status of any volunteer at its exclusive discretion.</p> <p>The role of volunteers is to assist, but not replace or assume the professional or paraprofessional responsibilities or authority of, the school district staff. Volunteers shall not provide regular instruction or educational training to students enrolled in the school district.</p> <p>Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the school district.</p> <p>Volunteers shall follow all applicable administrative procedures established pursuant to this policy and shall follow all other rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the school district, including all of the requirements of the Family Education Rights and Privacy Act (FERPA); provided, however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to volunteers under this policy.</p>
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<p>SC 111 Title 22 Sec. 8.1 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p><u>Safety Requirements</u></p> <p>Upon his/her initial appointment, a program volunteer shall be required to obtain and submit for approval an Act 34 Criminal History Report, an Act 151 Child Abuse Clearance Statement, and Act 114 FBI Clearance.</p> <p>Program volunteers whose reports and clearances will become five years old must obtain and provide new reports and clearances before the five-year anniversary date(s) of those reports or clearances in order to continue as volunteers. Program volunteers whose reports and clearances are more than five (5) years old as of June 30, 2015, must obtain and provide new reports and clearances on or before June 30, 2016, in order to continue as volunteers thereafter.</p> <p>Prior to performing services for the School District, program volunteers having direct contact with children for ten (10) or more hours per week are required to undergo a tuberculosis examination in accordance with regulations of the Pennsylvania Department of Health and to furnish such report to the School District.</p> <p>The costs of obtaining the required reports and clearances shall be the responsibility of the volunteer or any sponsoring parent-teacher organization or booster group.</p> <p>Casual volunteers will be required, on an annual basis, to sign the Volunteer Affirmation contained in this policy, in the presence of the principal or principal's designee.</p> <p>If a program volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the program volunteer must provide the administrator or their designee with written notice not later than seventy-two (72) hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.</p> <p>Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance to students.</p> <p>Except as specifically authorized by the Board on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program.</p>
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<p>Pol. 216</p> <p>4. Delegation of Responsibility</p>	<p><u>Confidentiality</u></p> <p>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. 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. If volunteers have questions about the confidentiality of student information, they are encouraged to consult with the building principal and/or review Policy 216 (Student Records) of the school district's Policy and Regulation Manual.</p> <p>Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, about the students enrolled in the school district.</p> <p>Each school within the school district shall adopt its own administrative procedures for the recruitment, selection and assignment of volunteers; provided, however, that the following minimal requirements shall apply to all such procedures:</p> <ol style="list-style-type: none"> 1. Each building principal or designee shall be responsible for training the volunteers to perform the specific duties associated with their assignments. 2. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school, including, without limitation, the responsibility for overseeing the filing of criminal history reports and child abuse clearances and Volunteer Affirmations. 3. No such procedures adopted by the schools within the school district shall be inconsistent with the terms and conditions of this policy. 4. All such procedures adopted by the schools within the school district shall be subject to the approval of the Superintendent. 5. Program volunteers assisting with the coaching or supervision of athletic teams or the marching band must be approved in advance by the Board of School Directors. 6. 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.
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References:

School Code – 24 P.S. Sec. 111

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

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