

WESTMONT HILLTOP SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: March 12, 2012

REVISED: July 8, 2013

<p>1. Purpose</p> <p>2. Definitions</p>	<p style="text-align: center;">916. SCHOOL VOLUNTEERS</p> <p>The Board of School Directors values the unique contributions made by parent/guardian and community volunteers to the educational programs of the Westmont Hilltop School District. Accordingly, the Board encourages the participation of parent/guardian and community volunteers, subject to certain requirements and procedures as set forth below.</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 limited contact volunteer is a volunteer who comes to a school infrequently and works in the presence of a teacher/administrator with students. A limited contact volunteer shall not have unsupervised contact with students, and is required to sign the PDE 6004 Form but not required to obtain Act 34 and Act 151 clearances. Examples include individuals who volunteer to assist in the planning or conducting of classroom events; guest speakers; or concert/performance ushers.</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, recognized parent group, or sponsor employed by the district and may have limited unsupervised contact with students. 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); 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>
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<p>Pol. 216</p> <p>4. Delegation of Responsibility</p>	<p>A limited contact volunteer will be required, on an annual basis, to sign the PDE 6004 in the presence of the principal or principal’s designee.</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 Act 34 Criminal History Reports, Act 151 Clearance Statements and the PDE 6004. 3. 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. 4. 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.