

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: September 21, 2015

REVISED:

ALTOONA AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Delegation of Responsibility</p> <p>4. Definitions SC 1205.6 23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p>	<p style="text-align: center;">916. VOLUNTEERS</p> <p>The District strongly supports the involvement of parents/guardians and community volunteers to enhance the educational, co-curricular and extracurricular programs of the District. Accordingly, the Board encourages the use of volunteers and the schools are encouraged to provide a variety of opportunities for parent/guardian and community volunteers subject to certain requirements and procedures set forth in this policy.</p> <p>The Board may adopt and enforce reasonable rules and regulations governing school volunteers and their participation in the activities of the District.</p> <p>The Superintendent or designee shall promulgate any further rules, forms, procedures, etc., to fully implement this policy that will provide for the safety and security of each student, maintain the privacy of confidential student information and respect the authority of the teacher or supervisor overseeing the volunteers.</p> <p>The Superintendent is given the authority to interpret this policy.</p> <p>Direct Contact with Children – the possibility of the care, supervision, guidance or control of children or routine interaction with children.</p> <p>Volunteer – adult who provides a service without compensation, remuneration or other consideration for an educational, co-curricular or extracurricular program.</p> <p>If an individual or the company employing the individual is receiving any consideration for the services provided, they are not a volunteer and are not governed by this policy.</p> <p>Adult – individual eighteen (18) years of age or older.</p>
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<p>5. Guidelines</p> <p>23 Pa. C.S.A. Sec. 6344.2</p> <p>23 Pa. C.S.A. Sec. 6344.2</p> <p>23 Pa. C.S.A.</p> <p>23 Pa. C.S.A.</p> <p>23 Pa. C.S.A. Sec. 6344.4</p>	<p><u>Clearance Requirement</u></p> <p>Clearances are required for all unpaid adult volunteers who are responsible for the welfare of a child or have the possibility of caring for, supervising, guiding or controlling children or routine interaction with children, regardless of the number of hours or frequency of the contact.</p> <p><u>Clearance Required for Volunteers</u></p> <ol style="list-style-type: none"> 1. PA State Criminal Record Check. 2. PA Child Abuse History Clearance. 3. Federal Criminal History Record Check (Fingerprint) (unless Volunteer Affidavit is submitted and approved). <p>No person who is required to submit clearances will be permitted to volunteer if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from providing services under the Child Protective Services Law (see Reportable Offenses).</p> <p>Volunteering is a privilege, not a right. Even if a volunteer has obtained the required background clearances, the District retains the right to exercise discretion in permitting the individual to serve as a volunteer.</p> <p><u>Waiver of Federal Criminal History Record Check (Fingerprint)</u></p> <p>A volunteer may NOT have to submit the Federal Criminal History record (Fingerprint) if the volunteer submits an affidavit affirming that the volunteer:</p> <ol style="list-style-type: none"> 1. Has been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; and 2. Has never been convicted of a Reportable Offense in PA or any other state or jurisdiction, including foreign jurisdictions. <p><u>Age/Renewal of Clearances</u></p> <p>When first submitted, the clearances must be current.</p> <p>After the first submission, clearances must be updated sixty (60) months from the oldest date on the clearances.</p>
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	<p><u>Submission/Maintenance of Clearances</u></p> <p>Volunteers must submit the following documents to the building principal's office:</p> <ol style="list-style-type: none"> 1. Original PA State Criminal Records Check; 2. Original PA Child Abuse History Clearance; 3. Original Federal Criminal History Record Check (Fingerprint); 4. Volunteer Affidavit (if seeking a waiver of #3 above); 5. Acknowledgement of Volunteer Obligations Form. <p>Volunteers, at their own discretion, can delete personal identification numbers from the clearance record file, such as their social security number, once accepted by the District.</p> <p><u>Duty to Notify</u></p> <p>If, after the date of the clearances, the volunteer is arrested or convicted of a Reportable Offense, or named as a perpetrator of a founded report of child abuse, the volunteer must provide written notice to the office of the district Superintendent within seventy-two (72) hours of the arrest or conviction.</p> <p><u>Reportable Offenses</u></p> <ol style="list-style-type: none"> 1. An offense similar in nature to the following crimes, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania: <ol style="list-style-type: none"> a. Criminal homicide b. Aggravated assault c. Stalking d. Kidnapping e. Unlawful Restraint f. Rape g. Statutory sexual assault h. Sexual assault i. Involuntary deviate sexual intercourse j. Aggravated indecent assault
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23 Pa. C.S.A.
Sec. 6344.3

23 Pa. C.S.A.
Sec. 6344(c)

	<ul style="list-style-type: none">k. Indecent assaultl. Indecent exposurem. Incestn. Concealing the death of a childo. Endangering the welfare of a childp. Dealing in infant childrenq. Prostitution and related offensesr. Crimes related to obscene and other sexual materials and performancess. Corruption of minorst. Sexual abuse of childrenu. Unlawful contact with a minorv. Soliciting of minors to traffic drugsw. Sexual exploitation of minors <p>2. Ever named as the perpetrator of a founded report of child abuse; OR</p> <p>3. WITHIN THE 5-YEAR PERIOD IMMEDIATELY PRECEDING, convicted of a felony offense under the Controlled Substance, Drug, Device and Cosmetic Act; OR</p> <p>4. An offense SIMILAR IN NATURE to those crimes listed in clauses (1) and (2) under the laws or former of laws of:</p> <ul style="list-style-type: none">• The United States; or• One of its territories or possessions; or• another state; or• the District of Columbia; or• the Commonwealth of Puerto Rico; or• a foreign nation; or• under a former law of this Commonwealth. <p>5. An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. § 1-11(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.</p> <p>6. An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. § 1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.</p> <p>7. An offense under 75 Pa. C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa. C.S. § 3803 (related to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.</p>
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<p>23 Pa. C.S.A. 6344.3</p>	<p><u>Failure to Disclose</u></p>
	<p>Anyone failing to disclose information required under this policy commits a misdemeanor of the third degree and will be reported to law enforcement.</p>
	<p><u>Early Renewal Right</u></p>
	<p>If the District has a reasonable belief that a volunteer has been arrested or convicted of a Reportable Offense or was named a perpetrator in a founded report of child abuse or the volunteer has given notice of an arrest or conviction of a Reportable Offense, the District, at its expense, shall immediately require the volunteer to submit updated clearances.</p>
	<p><u>General Guidelines</u></p>
<p>Pol. 216</p>	<ol style="list-style-type: none"> 1. No volunteer shall be permitted to access, review, disclose or use confidential student information (written or verbal); 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 District. 2. Each volunteer shall keep strictly confidential all information s/he may learn about students in the District during the course of performing services. Volunteers shall be required to sign a confidentiality agreement prior to providing services. 3. The role of a volunteer is to assist, but not replace or assume the responsibilities or authority of the District staff.
<p>Pol. 907</p>	<ol style="list-style-type: none"> 4. All volunteers providing service during the time that school is in session will be required to sign in at the appropriate building with a statement of their volunteer purpose and wear and display an identification tag/badge at all times and return the tag/badge to the office at the end of the volunteer period. 5. Under no circumstances shall a volunteer be considered an employee or an independent contractor of the District. A volunteer shall receive no wages or other valuable consideration for the performance of his/her volunteer services. 6. Volunteers are not permitted to transport students in personal vehicles.

<p>Pol. 218</p> <p>Title 28 Sec. 23.44</p>	<ol style="list-style-type: none">7. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The Athletic Director will assume general authority and responsibility over all athletic volunteers.8. Volunteers will not be permitted to directly administer student discipline.9. Volunteer activities will be provided only as requested by the teacher or supervisor.10. All School Board approved volunteers must obtain a tuberculin (TB) test as required by the Department of Health. <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1-11 (e), 510</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.44</p> <p>Board Policy – 113.4, 216, 218, 818, 907</p> <p>AASD Volunteer Manual – ASD-M002</p> <p>Volunteer Affidavit – HUM-F053</p> <p>Acknowledgment of Volunteer Obligations – ASD-F063</p>
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