

UNITED SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: December 9, 2008

REVISED: March 8, 2016

916. VOLUNTEERS	
1. Purpose	The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district.
2. Authority SC 510	The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.
SC510	The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.
Pol. 824	<p>All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective safe learning environment.</p> <p>Volunteers are assigned to help authorized, salaried activity teachers, sponsors or coaches provide services to students.</p> <p>Volunteers are not assigned for the purpose of relieving salaried personnel of their responsibilities.</p> <p>All volunteers shall be, at all times, under the direct supervision of an authorized, salaried employee who shall be responsible for their direction.</p> <p>Under no circumstances shall volunteers be assigned any of the following duties or responsibilities:</p> <ol style="list-style-type: none"> 1. Prescribing, coaching or determining educational practices or activities. 2. Directing and/or controlling any activities not approved by his/her direct supervisor. 3. Evaluating a student's growth and development other than through informal communication with his/her immediate supervisor, coach or sponsor.

<p>3. Definitions</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6344, 6344.2</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>Pol. 907</p>	<ol style="list-style-type: none"> 4. Making reports to parents/guardians or school administrators with respect to a student's progress or development in the extracurricular or educational activity. 5. Making reports to parents/guardians or school administrators with respect to evaluating any certified employee's competency, level of preparation, discipline, working environment or any other aspect of the school's program. 6. Prescribing any disciplinary action relating to students. 7. Excusing students from attendance or participation in any class or school-related activity. 8. Acting in any other capacity relating to instruction which has been delegated to the teacher, coach or sponsor without the direct supervision of the salaried teacher, coach or sponsor. <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>Adult – an individual eighteen (18) years of age or older.</p> <p>Certifications – refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.</p> <p>Direct volunteer contact – the care, supervision, guidance or control of children and routing interaction with children.</p> <p>Person responsible for the child's welfare – a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.</p> <p>Routine interaction – regular and repeated contact that is integral to a person's volunteer responsibilities.</p> <p>Visitor – a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity as a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.</p>
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<p>23 Pa. C.S.A. Sec. 6344.2</p>	<p>Volunteer – is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.</p> <p>The two (2) classifications of volunteers are:</p> <ol style="list-style-type: none"> 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, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc. 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, etc.
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.</p> <p>At the discretion of the Superintendent or designee, a volunteer’s service may be discontinued at any time.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.</p>
<p>5. Guidelines</p>	<p>Each prospective position volunteer shall complete and submit a volunteer application.</p> <p>The names of all position volunteers shall be submitted for approval by the Board and Superintendent or designee.</p> <p>The names of all guest volunteers shall be submitted for approval by the building principal or designee.</p> <p>Upon approval, volunteers shall be placed on the list of approved volunteers.</p> <p>Approval shall be required prior to beginning service as a volunteer.</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. Sec. 6344, 6344.2, 6344.3</p> <p>23 Pa. C.S.A. Sec. 6344.2</p>	<p><u>Certifications</u></p> <p>Prior to approval, all position volunteers shall submit the following information:</p> <ol style="list-style-type: none"> 1. PA Child Abuse History Certification – which must be less than sixty (60) months old. 2. PA State Police Criminal History Record Information – which must be less than sixty (60) months old. 3. Disclosure Statement for Volunteers – which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse. <p>If a position volunteer has not been a resident of Pennsylvania during the entirety of the pervious ten (10) year period; the position volunteer must also submit the following information:</p> <ol style="list-style-type: none"> 1. Federal Criminal History Report – issued at any time since the volunteer established residency. <p>The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.</p> <p>Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.</p>
<p>23 Pa. C.S.A. Sec. 6344.4</p>	<p>Position volunteers shall obtain and submit new certifications every sixty (60) months.</p>
<p>23 Pa. C.S.A. Sec. 6344.2</p>	<p>A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.</p>
<p>SC 1418 Title 28 Sec. 23.44</p>	<p><u>Tuberculosis Test</u></p> <p>Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.</p>

<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p><u>Arrest Or Conviction Reporting Requirements</u></p> <p>Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.</p>
<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.</p>
<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.</p>
<p>23 Pa. C.S.A. Sec. 6311 Pol. 806</p>	<p><u>Child Abuse Reporting</u></p> <p>All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.</p>
<p></p>	<p><u>Supervision</u></p> <p>Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.</p>
<p>Pol. 123, 123.1, 123.2, 806</p>	<p><u>Training</u></p> <p>Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.</p> <p>After twenty-five (25) hours of volunteer work, the district shall reimburse each volunteer assistant for the amount of clearance fees upon viewing the original clearances, and keeping copies for school records, of each volunteer assistant's clearances which are void of any criminal records and/or child abuse history.</p>
<p>Pol. 216</p>	<p><u>Confidentiality</u></p> <p>No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill</p>

his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.

Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

Acknowledgement

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.

References:

School Code – 24 P.S. Sec. 510, 1418

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

State Department of Health Regulations – 28 PA Code Sec. 23.44

Board Policy – 123, 123.1, 123.2, 216, 806, 824, 907