

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: DECEMBER 5, 2012

REVISED: MARCH 18, 2015; OCTOBER 21, 2015

916.1 SCHOOL VOLUNTEERS	
1. Purpose	<p>The Board of School Directors values the unique contributions made by parent and community volunteers to the educational programs of the Shaler Area School District. Accordingly, the Board encourages the use of parent and community volunteers, subject to certain requirements and procedures as set forth below.</p>
2. Definitions	<p>Direct contact with children – Possibility of care, supervision, guidance or control of children by a volunteer and/or 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 18 years of age. A volunteer need not be a parent of a student enrolled in the School District. A current School District student who serves as an assistant or who provides other volunteer assistance in support of a curricular, co-curricular or extra-curricular 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 when 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; guest speakers; and 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 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); 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 single day field trips and/or trips involving an overnight stay.</p> <p>Final determination of a volunteer’s status is the responsibility of the</p>

<p>3. Guidelines</p>	<p>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 or 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> <p><u>Safety Requirements</u></p> <p>Upon his or her initial appointment and before volunteer service is performed, a program volunteer or chaperone 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. Program volunteers or chaperones are excused from obtaining the Act 114 clearance if the individual has been a resident of the Commonwealth of Pennsylvania during the entirety of the previous 10-year period and submits an affidavit attesting that they have not perpetrated or been convicted of any offense that would preclude their employment by the School District under Act 34, Act 114, or Act 151 or Section 6344(C) of the Child Protective Services Law.</p> <p>Once the required clearances are on file with the School District, the program volunteer or chaperone will be required, on an annual basis, to sign PDE 6004 Arrest/Conviction Report and Certification Form that they have not perpetrated or been convicted of any offense that would preclude their employment by the School District under Act 34 or Act 151. Program volunteers or chaperones will be required to renew their Act 34 Criminal History Report, Act 151 (Child Abuse) and Act 114 FBI Clearance Statement in the event of a break in continuous service. Program volunteers or</p>
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chaperones whose reports and clearances are more than five (5) years old as of August 31, 2015, must obtain and provide new reports and clearances, in order to continue as volunteers/chaperones thereafter. Program volunteers or chaperones whose reports and clearances will become five-years old must obtain and provide new reports and clearances before the five-year anniversary date of those reports or clearances in order to continue as volunteers.

If a 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 volunteer must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

Prior to performing services for the School District, program volunteers and chaperones who are in direct contact with children for 10 or more hours per week are required to undergo a tuberculosis examination not more than three months before volunteering in accordance with regulations of the Pennsylvania Department of Health and to furnish such report to the School District.

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.

The School Board, at its sole discretion, may elect to reimburse volunteers for the costs of the required reports and clearances based upon programmatic needs or such other considerations as the School Board determines to be appropriate from time to time.

Casual volunteers will be required, on an annual basis, to sign the PDE 6004 Arrest/Conviction Report and Certification Form contained in this policy, in the presence of the principal or principal's designee.

Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance to students.

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 School District, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program.

Confidentiality

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

<p>4. Delegation of Responsibility</p>	<p>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 Section 216 (Student Records) of the School District's Policy and Regulation Manual.</p> <p>Each volunteer shall keep strictly confidential all information he or she 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> <ul style="list-style-type: none">a. Each building principal or designee shall be responsible for training the volunteers to perform the specific duties associated with their assignments.b. 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, child abuse clearances, PDE 6004 Arrest/Conviction Report and Certification Form and tuberculosis test reports.c. No such procedures adopted by the schools within the School District shall be inconsistent with the terms and conditions of this policy.d. All such procedures adopted by the schools within the School District shall be subject to the approval of the Superintendent.e. 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.f. Each volunteer shall affirm in writing that he or she has been provided with a copy of, has read, understands, and agrees to comply with this policy.
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**PROGRAM VOLUNTEER/CHAPERONE APPLICATION FORM
10- YEAR RESIDENT OF PENNSYLVANIA**

Name: _____

Phone Number: _____

Address: _____

This form is for prospective unpaid volunteers who have been residents of the Commonwealth of Pennsylvania during the entirety of the previous 10-year period and who are applying to serve as program volunteers or chaperones. Applicants must provide the Shaler Area School District with the Required Documentation identified below and execute the Affidavit (before a notary public) prior to commencing volunteer services. Instructions to obtain the required criminal history reports and child abuse clearances are available online at: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

REQUIRED DOCUMENTATION:

1. A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to you;
2. A certification from the Department of Human Services of the Commonwealth as to whether you are named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report; and

AFFIDAVIT:

Before me, the undersigned Notary Public, personally appeared _____, who, known to me (or satisfactorily proven) and being duly sworn according to law, deposes, affirms and states the following:

1. I have been a resident of this Commonwealth during the entirety of the previous ten-year period.
2. I am not disqualified from service pursuant to 23 Pa.C.S. § 6344(c) or 24 P.S. § 111 (see offenses listed on reverse hereof) and have not been convicted of an offense similar in nature to those crimes listed in 23 Pa.C.S. § 6344(c) or 24 P.S. § 111 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 this Commonwealth.

AND FURTHER AFFIANT SAYETH NOT.

Sworn to and subscribed before me this _____ day
of _____, 20 _____.

Notary Public

My Commission expires: _____