

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: June 18, 2012

REVISED: September 21, 2015

RIVERVIEW SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definitions SC 1205.6 23 Pa. C.S.A Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>Dept of Human Svcs Volunteer FAQ Dec. 19, 2014</p>	<p style="text-align: center;">916. Volunteers</p> <p>The Board recognizes that community volunteers can make valuable contributions to the district’s educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.</p> <p>Students are entrusted to the care of the District and as part of that responsibility, the District requires certain volunteer types to obtain clearances.</p> <p>Direct contact with children - the possibility of the care, supervision, guidance or control of children or routine interaction with children.</p> <p>Responsible for the welfare of a child - providing permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by the school district.</p> <p>Routine interaction with children – contact with children that is regular and ongoing that is integral to their volunteer responsibilities.</p> <p>Volunteer – an adult who voluntarily offers and provides a service to the District that involves interaction with students without receiving compensation. Volunteer activities can occur during the school day or through school-sponsored extra-curricular activities.</p> <p>Volunteers can fall into one or more of three (3) categories:</p> <ol style="list-style-type: none"> Classroom/Assistive Volunteer - any individual who volunteers to present during a classroom lesson or a school activity and who (1) <u>works under the direct supervision of a classroom teacher or administrator employed by the district;</u> (2) <u>does not provide direct services to students or have unauthorized</u>
--	---

<p>3. Authority</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p> <p>23 Pa. C.S.A. Sec. 6344.2</p>	<p><u>contact with students, and (3) does not have routine interaction with children.</u> Examples of Classroom/Assistive Volunteers include Mystery Readers, Math Exploration Volunteers, individuals who assist in the planning or conducting of classroom celebrations, concert/performance ushers, and individuals who help manage, officiate or perform functions ancillary to an extracurricular activity.</p> <p>2. Independent Volunteer - a volunteer who (1) works under the general-direction and supervision of a teacher or administrator employed by the district; (2) provides direct services to students or <u>may, from time to time, have or may be reasonably expected to have unsupervised contact with students;</u> (3) may be responsible for the welfare of a child; and (4) has routine interaction with children. Examples of Independent Volunteers include volunteer tutors and chaperones who ride a school bus with district students or who participate in a field trip.</p> <p>3. Volunteer Coaches/Sponsors - a volunteer who (1) works under the general direction and supervision of a coach or student activity sponsor employed by the district; (2) directly supervises or instructs students engaged in the activity or may, from time to time, have or may be reasonably expected to have unsupervised contact with students; (3) is responsible for the welfare of a child; and (4) has routine interaction with children. Examples of volunteer coaches/sponsors include individuals who volunteer to serve on the coaching staff of an athletic team, volunteer athletic trainers or equipment managers, choreographers, and other individuals who provide instruction to or perform functions ancillary to students in the marching band or school musical.</p> <p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.</p> <p>The building administrator or designee(s) shall assume general authority and responsibility over all volunteers serving/working with the students in the building or in any school-related activity for which he/she is responsible.</p> <p>The Athletic Director and building Principal, as applicable, shall be responsible for ensuring that all volunteer coaches/sponsors receive appropriate training to perform the duties associated with his/her assignment. In addition, the Athletic Director and building Principal, as applicable, will assume general authority and responsibility over all volunteer coaches/sponsors.</p> <p><u>Clearance Requirement</u></p> <p>The clearances specified by this policy shall be required for all volunteers who are responsible for the welfare of a child, have direct contact with children, or have routine interaction with children, regardless of the number of hours or frequency of the contact.</p>
--	---

<p>23 Pa. C.S.A. Sec. 6344.2</p> <p>23 Pa. C.S.A. Sec. 6344(c)</p> <p>23 Pa. C.S.A. Sec. 6344.4</p>	<p>To assure the proper support for the volunteer programs of the District, the following requirements shall apply:</p> <ul style="list-style-type: none"> • Classroom/Assistive Volunteers are <u>NOT</u> required to have clearances, but must remain under the direct supervision of the teacher or administrator at all times. • Independent Volunteers are required to have clearances. • Volunteer Coaches/Sponsors are required to have clearances. <p><u>Clearances 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 (unless the applicant submits the Volunteer Clearance Exception form swearing or affirming that the applicant (1) has been a resident of the Commonwealth of Pennsylvania for the entirety of the last ten (10) years; and (2) has not been arrested or convicted of a disqualifying offense. <p>No person who is required to submit clearances shall 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 law.</p> <p>Volunteers will assume all costs associated with obtaining clearances.</p> <p>After the first submission, clearances must be updated as required by law.</p> <p>All Independent Volunteers and Volunteer Coaches/Sponsors must present clearances to the School District prior to volunteering.</p> <p>The following clearances are required:</p> <p><u>Required Submissions</u></p> <p>Volunteers are required to submit the following documents:</p> <ol style="list-style-type: none"> 1. If the individual has NOT been a continuous resident of Pennsylvania for the past ten (10) years:
---	---

<p>23 Pa. C.S.A. Sec. 6344.3</p> <p>Title 28 Sec. 23.44</p>	<ul style="list-style-type: none"> a. Pennsylvania State Police Clearance. b. Pennsylvania Child Abuse History Clearance. c. Federal Bureau of Investigation (FBI) report. d. Independent Volunteer Clearance Checklist & Disclosure Form (Does not apply to Volunteer Coaches/Sponsors). <p>2. If the individual has been a continuous resident of Pennsylvania for the past ten years:</p> <ul style="list-style-type: none"> a. Pennsylvania State Police Clearance. b. Pennsylvania Child Abuse History Clearance. c. Volunteer Clearance Exception (Does not apply to Volunteer Coaches/Sponsors). d. Independent Volunteer Clearance Checklist and Disclosure Form (Does not apply to Volunteer Coaches/Sponsors). <p><u>Duty to Notify</u></p> <p>If, after the date of the clearances, the volunteer is arrested or convicted of a disqualifying offense, or named as a perpetrator of a founded report of child abuse, the volunteer must provide written notice to the district within seventy-two (72) hours of the arrest or conviction.</p> <p><u>Tuberculosis Examination:</u></p> <p>Prior to board approval, all volunteer coaches/sponsors shall provide a negative TB test result. The test shall be administered within the regulations of the Pa. Advisory Health Board. The cost of the examination will be the responsibility of the volunteer candidate.</p> <p><u>General Requirements</u></p> <p>All volunteers must utilize the established sign-in procedures at each building.</p> <p>Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees.</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</p>
---	--

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 should consult with the building principal.

Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.

The basic requirement of volunteer service shall be interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direct supervision of a staff member or district employee.

Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages or other considerations which has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time.

Volunteers may not transport students in personal vehicles. Volunteers are not covered by insurance provided by the school district.

References:

School Code 1205.6

State Board of Education Regulations – 23 PA Code C.S.A. Sec. 6303, 6344c, 6344.2, 6344.3, 6344.4

Title 28 – Section 23.44

Department of Human Services Volunteer FAW – December 19, 2014