RIVERVIEW SCHOOL DISTRICT

POLICY PORTAL™ PSBA

Policy 916 — Volunteers

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Volunteers

PURPOSE

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district. As a district, we encourage all volunteers to obtain clearances regardless of classification for the safety and protection of all students and related personnel.

AUTHORITY

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.[2][3][4] **[5] [6]**

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.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. **[7]**

DEFINITIONS

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[8]

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.[9][10]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[8]

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.[8]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[8]

School Board Director - along with other school employees and volunteers, current board members are encouraged to obtain and maintain required background checks and clearances with the district.

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 at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy. **[11]**

Volunteer – 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.[10]

The three (3) classifications of volunteers are:

1. **Independent Volunteer** - An independent Volunteer works under the general direction and supervision of a teacher or administrator. This type of volunteer does provide direct services to students on behalf of the school and may have unsupervised contact with students. Examples could include, but are not limited to, classroom celebrations, field trip chaperones, PTO dance chaperones, musical chaperones, Book Fair Chairs, tutors, activity advisor or booster officer, recess or library aides, etc.

2. **Assistive 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 could 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.
3. **Volunteer Coaches/Sponsors -** A volunteer coach or sponsor works under the general direction and supervision of a coach or a student activity sponsor. The volunteer directly supervises or instructs students and may have unsupervised contact with students. Examples include but are not limited to, volunteers on a coaching staff of an athletic team, athletic trainers or equipment managers, choreographers, musicians, or other individuals who provide instruction to students in the marching band or the school musical. Volunteer Coaches/sponsors additionally are required to submit a TB test and complete Act 126 Mandated Reporter Training.

DELEGATION OF RESPONSIBILITY

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.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

GUIDELINES

Each prospective position volunteer shall complete and submit a volunteer application/registration.

The names of all position volunteers shall be submitted for approval by the Superintendent or designee.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old. [10]
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[10]
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. [9][10][12]

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[10]

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months. [13]

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.[10]

Tuberculosis Test

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.[14][15]

Arrest or Conviction Reporting Requirements

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.[12]

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.[12]

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.[12]

Child Abuse Reporting

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.[16] **[17]**

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

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. **[17] [18] [19] [20] [21]**

Confidentiality

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 their 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 confidentiality of student information, the volunteer should consult with the building principal. **[22] [23]**

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.

Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Superintendent or designee.

Acknowledgement

Each volunteer shall affirm in writing that they have been provided with a copy of, have read, understand and agree to comply with this policy.

Footnotes

[1] 24 P.S. 510
palegis.us
palegis.us
Legal Reference
View source

[2] 42 U.S.C. 12101
uscode.house.gov
uscode.house.gov
Legal Reference
View source

[3] Pol. 718
Policy Reference
Open policy

[4] 43 P.S. 951
palegis.us
palegis.us
Legal Reference
View source

[5] Pol. 103
Policy Reference
Open policy

[6] Pol. 718
Policy Reference
Open policy

[7] Pol. 824
Policy Reference
Open policy

[8] 23 Pa. C.S.A. 6303
palegis.us
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Legal Reference
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[9] 23 Pa. C.S.A. 6344
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[10] 23 Pa. C.S.A. 6344.2
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Legal Reference
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[11] Pol. 907
Policy Reference
Open policy

[12] 23 Pa. C.S.A. 6344.3
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Legal Reference
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[13] 23 Pa. C.S.A. 6344.4
palegis.us
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Legal Reference
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[14] 24 P.S. 1418
palegis.us
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[15] 28 PA Code 23.44
pacodeandbulletin.gov
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[16] 23 Pa. C.S.A. 6311
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[17] Pol. 806
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Open policy

[18] Pol. 123
Policy Reference
Open policy

[19] Pol. 123.1
Policy Reference
Open policy

[20] Pol. 123.2
Policy Reference
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[21] Pol. 805
Policy Reference
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[22] Pol. 113.4
Policy Reference
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[23] Pol. 216
Policy Reference
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[26] Pol. 916
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