

# HAMBURG AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: September 28, 2015

REVISED: February 22, 2016

916. SCHOOL VOLUNTEERS	
1. Purpose	The Board recognizes that community volunteers can make valuable contributions to the educational program. The district will involve volunteers as appropriate for the benefit of students and the district.
2. Authority SC 510  SC 510  Pol. 824	<p>The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.</p> <p>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.</p> <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>
3. Definitions  23 Pa. C.S.A. Sec. 6344.2	<p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p><b>Volunteer</b> – 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"> <li>1. <b>Position Volunteer</b> - 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.</li> <li>2. <b>Guest Volunteer</b> - 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, etc.</li> </ol>

<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Adult</b> - an individual eighteen (18) years of age or older.</p>
<p>23 Pa. C.S.A. Sec. 6344, 6344.2</p>	<p><b>Certifications</b> - 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>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Direct volunteer contact</b> - the care, supervision, guidance or control of children and routine interaction with children.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Person responsible for the child's welfare</b> - 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>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Routine interaction</b> - regular and repeated contact that is integral to a person's volunteer responsibilities.</p>
<p>Pol. 907</p>	<p><b>Visitor</b> - 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.</p>
<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>Starting July 1, 2015, all volunteers are required to submit the following background checks and related documents and information to the Coordinator of Human Resources and receive Board approval prior to providing volunteer services:</p> <ul style="list-style-type: none"> <li>• <b>Volunteer application</b></li> </ul>
<p>23 Pa. C.S.A. Sec. 6344.2</p>	<ul style="list-style-type: none"> <li>• <b>PA State Police Criminal History Report</b> – dated no more than one (1) year prior to application date</li> </ul>

<p>23 Pa. C.S.A. Sec. 6344.2</p>	<ul style="list-style-type: none"> <li>• <b>PA Child Abuse History Certification</b> – dated no more than one (1) year prior to the application date</li> </ul>
<p>23 Pa. C.S.A. Sec. 6344, 6344.2, 6344.3</p>	<ul style="list-style-type: none"> <li>• <b>Volunteer Affirmation</b> - 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.</li> <li>• <b>PDE-6004 Arrest/Conviction Report and Certification Form</b> – dated as of application date. This is a written statement that the individual has never been arrested or convicted of certain crimes specified in 24 P.S. S 1-111.</li> <li>• <b>Volunteer Acknowledgement of Policy No. 916 – Volunteers and Policy No. 806 – Child Abuse</b> – dated as of application date. This is a written statement that the individual has read, understands, and agrees to comply with these policies.</li> </ul>
<p>23 Pa. C.S.A. Sec. 6344.2</p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. Federal Criminal History Report - issued at any time since the volunteer established residency.</li> </ol> <p>No volunteer shall begin service until: (1) the volunteer has complied with the above mandatory background check requirements; (2) the district has evaluated the results; and (3) the start of services has been approved by the Board.</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>The names of all volunteers shall be submitted to the Board for approval. No volunteer shall begin a volunteer position until approved by the Board. The Superintendent may terminate the services of a volunteer at any time in his/her sole discretion, with or without cause.</p>
<p>23 Pa. C.S.A. Sec. 6344.4</p>	<p>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>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>Volunteers may be required to be trained on child abuse recognition and reporting. The level of training shall be commensurate with the type of volunteer position.</p>
<p>Pol. 216</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. 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 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.</p>

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