

WILSON SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: October 4, 1995

REVISED: November 16, 2015

	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	Subject to various legal requirements, the Board is authorized to adopt reasonable rules regarding school affairs.
3. Definitions 23 Pa. C.S.A. Sec. 6344.2	Volunteer - an adult individual serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with children.
23 Pa. C.S.A. Sec. 6303	Adult - means an individual at least eighteen (18) years of age.
23 Pa. C.S.A. Sec. 6303	Responsible for the welfare of one or more children - means providing permanent or temporary care, supervision, training, or control of a child in lieu of parental care, including direct or regular contact with a child or children through any program, activity or service sponsored by the District or one of its schools.
23 Pa. C.S.A. Sec. 6303	Direct contact with children - means care, supervision, guidance, or control of one or more children or routine interaction with one or more children.
PA Dept. of Human Services Volunteer FAQs 12/19/14	Routine interaction with one or more children - means contact with children that is regular, ongoing, and integral to the volunteer responsibilities.
	As examples and without limiting the category of individuals who may be considered volunteers, Volunteer includes: (i) any individual who serves as a Volunteer sport coach or otherwise assists and has contact with children in connection with production or conduct of a play, concert, or other curricular, co-curricular, or extracurricular activity; (ii) an individual who serves as a daily, weekly, or other periodic scheduled classroom assistant; (iii) an individual who in

23 Pa. C.S.A. Sec. 6303 4. Background Checks 23 Pa. C.S.A. Sec. 6344.2	connection with a school sponsored activity has contact, unsupervised by a school employee, with a child with respect to whom the individual is not the parent, close relative, or guardian of the child. A Volunteer is someone who is <i>more than a Visitor</i>, and normally involves an individual working directly with one or more students, having responsibility for one or more students, and having repeated interaction with one or more students. An individual who allows a student to visit the individual's place of business for job shadowing is not considered a Volunteer unless the individual will have repeated interaction for more than one day with the student. Visitor - an individual whose actions do not rise to the level of a volunteer. Visitor includes: (i) a parent, close relative, or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, or meet with a student who is the individual's child or other close relative or for whom the individual is the guardian; (ii) an individual who attends a sports event or other extracurricular activity; or (iii) an individual who is a career day or other similar speaker or participant visiting to share information with students under supervision of a school employee. School employee - an individual who is employed by a school or who as a volunteer or otherwise provides a program, activity or service sponsored by a school. The term excludes an individual who has not direct contact with children. Volunteer sport coach or activity advisor - any unpaid individual who regularly assists a paid coach or advisor in a sport or other extra-curricular activity. Volunteer coaches or advisors may work directly with students on activities and techniques. A volunteer sport coach or advisor may be asked to assume responsibilities of a paid coach or advisor in an emergency situation. Starting July 1, 2015, all volunteers are required to submit the following background check and related documents and information to the Human Resources Office and receive Board approval prior to providing volunteer services: • Volunteer Application • PA State Police Criminal History Report – dated no more than one year prior to the application date. • PA Department of Human Services Child Abuse Report – dated no more than one year prior to the application date
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23 Pa. C.S.A. Sec. 6344.2 SC 111 23 Pa. C.S.A. Sec. 6344.2 SC 111 23 Pa. C.S.A. Sec. 6344.2 5. Obtaining Background Check Reports 6. Background Check Updates 23 Pa. C.S.A. Sec. 6344.4	• Federal Criminal History Report – dated no more than one (1) year prior to the application date • PDE-6004 Arrest/Conviction Report and Certification Form – 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. § 1-111. • Employee/Volunteer Self-Reporting Commitment Form – dated as of application date – This is a written statement that the individual has never been arrested or convicted of certain offenses, including offenses that would prohibit employment under 23 Pa. C.S.A. § 6344 (c) and certain other offenses, has never been named as a perpetrator in a founded or indicated report of child abuse, and if in the future the individual is arrested or convicted for any such offense or is named as a perpetrator, the individual will provide written notice to the District within seventy-two (72) hours of such event, which notice will be on the PDE-6004 Form if related to an arrest or conviction. This form also includes the individual’s Cogent Systems Registration ID – enabling District direct access to federal criminal history reports. • Volunteer Acknowledgement of Policy No. 916/Volunteers and Policy No. 806/Child Abuse – dated as of application date – This is a written statement that the individual has read, understands, and agrees to comply with these policies. 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, or the Superintendent or Superintendent designee. Approval of a volunteer shall apply for an entire school year or the remainder of a school year, and the approval must be renewed to serve as a volunteer in a future school year. The Superintendent or designee shall develop an administrative regulation outlining the process and party responsible for the costs of obtaining volunteer clearances. Volunteers must provide new background check reports as set forth above within sixty (60) months from the date of the most recent background check report of the same type.
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916. SCHOOL VOLUNTEERS - Pg. 2

7. Volunteer Self-Reporting 23 Pa. C.S.A. Sec. 6344.3	As stated on the Employee/Volunteer Self-Reporting Commitment Form, all volunteers are required to provide written notice to the District of arrests, convictions, or naming in a report of child abuse, which notice will be on the PDE-6004 Form if related to an arrest or conviction. Failure to accurately report such arrests, convictions, or naming within seventy-two (72) hours may subject the individual to criminal prosecution.
8. School Board Approval/ Termination Of Services	The names of all volunteers shall be submitted to the Board for approval. No volunteer shall begin a position until approved by the Board. The Board, Superintendent or designee, may terminate the services of a volunteer at any time in his/her, or their sole discretion, with or without cause.
9. Child Abuse Training SC 1205.6	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.
10. Child Abuse Reporting Pol. 806	Every volunteer should familiarize himself/herself with District Policy No. 806 (Child Abuse). A volunteer is required to report pursuant to Policy No. 806 if the volunteer has reasonable cause to suspect a child is a victim of child abuse.
11. Volunteer Role	A volunteer may work with students by assisting in classroom activities, curriculum-related activities, and extracurricular activities during the school day and after regular school hours – with duties or activities as determined by the school employee who approves the start of volunteer services. The role of a volunteer is to assist. Volunteers may not assume instruction responsibilities of school employees, but will work under the direction of school employees, providing help in supportive or enriching activities. Volunteers will not administer tests to students. Except in an emergency situation, volunteers will not be involved in student discipline or administration of first aid. Except as authorized in advance by the appropriate administrator, and in compliance with District policies for vehicle use, volunteers are not permitted to operate a motor vehicle owned by or under the control of the District, or to transport a student to or from a school sponsored activity in a privately owned motor vehicle other than a student to whom the volunteer is the student's parent, stepparent, foster parent, legal guardian, or close family relative (sibling, grandparent, aunt or uncle).

	Volunteers shall follow all applicable administrative procedures established pursuant to this policy and all other rules, regulations, procedures, and administrative guidelines concerning the conduct of the District professional and paraprofessional staff. However, such rules, regulations, and procedures and guidelines shall not be deemed to expand the responsibility or authority of volunteers as set forth in this policy.
12. Confidentiality of Student Information Pol. 216	Each volunteer shall keep strictly confidential all information the volunteer may learn about students during the course of performing volunteer services, and shall follow all requirements of the Family Education Rights and Privacy Act (FERPA). 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, unless knowledge of that student information is necessary for the volunteer to fulfill his or her responsibilities. Examples of such information include, but are not limited to: grades or other measures of academic performance; class standing; standardized or other test scores; attendance records; discipline history; 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 school employees or the District. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.
13. Volunteer Status	A volunteer is not an employee or independent contractor of the District, and shall not receive any compensation for services. The position of volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the Superintendent or designee. The District reserves the right to suspend or terminate the privilege to serve as a volunteer at any time, with or without cause.
14. Delegation of Responsibility	The Superintendent or designee, may expand the definition of Volunteer as stated above, and thereby require background checks and related steps from additional individuals in circumstances where it is determined such is appropriate for the protection of the safety of students. If any question arises as to whether an individual is a volunteer subject to the requirements of this policy, the question will be submitted to the Superintendent or designee, and the decision of the Superintendent or designee shall resolve the issue.

	References: School Code – 24 P.S. Sec. 111, 510 Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6 State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq. Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq. Board Policies – 216, 806
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