

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: COMMUNITY VOLUNTEERS

ADOPTED: January 28, 2008

REVISED: November 23, 2015

	<p style="text-align: center;">916. COMMUNITY VOLUNTEERS</p> <p>1. Purpose The Board values the unique contributions made by parent/guardian and community volunteers to the educational and extracurricular programs of the school district. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to certain requirements and procedures as set forth below.</p> <p>2. Definition A volunteer is defined as 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 eighteen (18) years of age. A volunteer need not be a parent/guardian of a student enrolled in the school district. A volunteer for purposes of this policy shall include but is not limited to the following opportunities:</p> <ul style="list-style-type: none"> • Serving as a daily classroom, library or office assistant • Assisting with classroom or building special events/celebrations • Chaperoning a single day field trip and/or overnight field trip/competition • Volunteering with any of the district interscholastic athletic teams, musical performance groups, home and school organizations and/or parent organizations including booster clubs, S.N.A.P. and working in concession stands or similar roles. • Advising or assisting an extracurricular activity • Providing supplemental assistance to a student
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<p>3. Guidelines</p>	<p><u>Volunteer Status Based Upon Student Contact Category</u></p> <p>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. According to this policy, all volunteers will be placed into one (1) of two (2) categories.</p> <ol style="list-style-type: none">1. Limited Contact Volunteer – A volunteer in this category is in the range of volunteers who may perform a role with little to no contact with students, indirect contact with students, direct contact with students up to roles with or in close proximity to a school district employee while performing his/her volunteer service and there is NO time when the volunteer is alone with a student or in a secluded, isolated or remote area with a student without a school district employee being present. Limited Contact volunteers include, but are not limited to, chaperones for single day field-trips, working events with home and school and other parent organizations, working in the concession stand or similar role, serving as a daily classroom, library or office assistant and/or assisting with classroom or building special events.2. Substantial Contact Volunteer – A volunteer in this category may or will reasonably have direct contact with a student(s) while performing his/her volunteer service without direct supervision by a school district employee. Direct contact time may include, but is not limited to, coaching and/or assisting with an athletic team or musical performing group, advising an extracurricular activity, chaperoning an overnight field trip or competition, and/or providing supplemental assistance to a student, without direct supervision by a school district employee. <p><u>Volunteer Requirements</u></p> <p>All volunteers have specific requirements differentiated by category (Limited and Substantial) that need to be completed PRIOR to participating in any volunteer experience.</p> <ul style="list-style-type: none">• <u>For Limited Contact Volunteers</u> – each Limited Contact Volunteer shall be required to complete and sign on an annual basis the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire for Volunteers or provide documentation of a negative tuberculosis test within one (1) year of beginning volunteer service in the district. In addition, each Limited Contact Volunteer shall be required to complete and submit Act 34 – Criminal History Clearance Report, and Act 151 – Child Abuse Clearance Report. Finally, each Limited Contact Volunteer must either complete and submit the Act 114 – FBI Criminal Clearance Report or if the volunteer has been a resident of the
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	<p>Commonwealth of Pennsylvania for the entirety of the previous ten (10) years, they must complete the Volunteer Affidavit swearing and affirming that they are not disqualified from volunteer service. All paperwork including the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire for Volunteers and all clearance documents and the signed Volunteer Affidavit, if applicable, will be submitted, recorded and coordinated at the district office level. The cost for obtaining these required background clearances shall be covered by the volunteer. Clearance documents for Limited Contact Volunteers are valid with the district for a maximum of five (5) years and must be updated and resubmitted in order to continue as a Limited Contact Volunteer.</p> <ul style="list-style-type: none"> • <u>For Substantial Contact Volunteers</u> - each volunteer shall be required to complete and sign on an annual basis the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire for Volunteers or provide documentation of a negative tuberculosis test within one (1) year of beginning volunteer service in the district. In addition, each Substantial Contact Volunteer shall be required to complete and submit Act 34 - Criminal History Clearance Report, Act 151 - Child Abuse Clearance Report and the Act 114 - FBI Criminal Clearance Report. All paperwork including the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire for Volunteers and all clearance documents will be submitted, recorded and coordinated at the district office level. The cost for obtaining these required background clearances shall be covered by the volunteer. Clearance documents for Substantial Contact Volunteers are valid with the district for a maximum of five (5) years and must be updated and resubmitted in order to continue as a Substantial Contact Volunteer. <p>If a volunteer completes the paperwork and clearance criteria for the Substantial Contact Volunteer, they also meet the criteria for the Limited Substantial Volunteer. Substantial Contact Volunteers cannot submit the Volunteer Affidavit in lieu of the Act 114 – FBI Criminal Clearance Report.</p> <p>Currently enrolled students in good standing who are performing unpaid district sponsored services such as tutoring, mentoring or similar activities are here deemed to be participants in district curricular, co-curricular and extra-curricular activities and are not “volunteers” under the applicable law or this policy. Therefore, such students are not required to complete the paperwork and volunteer clearances otherwise required by this policy.</p>
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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</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/her services; provided, however that, without altering a person's status as a volunteer, the applicable building principal, in his/her sole discretion, may reimburse costs incurred by volunteers. A volunteer may not direct or supervise a school-sponsored program, group of students, or an individual student belonging to any such program outside the immediate supervision of a professional staff member. A volunteer is not permitted to impose or administer school discipline, though he or she may bring an individual's actions to the staff or administration's attention.</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; 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. The local school administrator has the authority and sole discretion to dismiss a volunteer and direct that the volunteer leave district property when that administrator feels it is appropriate to do so.</p> <p>The Board authorizes the district administration to investigate any allegations of impropriety involving a volunteer, and authorizes the district Superintendent to involve the solicitor and/or law enforcement authorities in any such investigation as deemed necessary and appropriate.</p> <p><u>Safety Requirements</u></p> <p>All volunteers and/or visitors will be required to check in through the security system utilized by the district before being granted access beyond the school office. A temporary identification badge must be worn at all times by all volunteers while working with students and/or serving as a school volunteer.</p> <p>Except as specifically authorized by the Superintendent on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program. Any volunteer operating a school owned vehicle or vehicle under the control of the school district must provide a Department of Motor Vehicles (DMV) 10-year Driving Record Report prior to operating the vehicle. The DMV 10-year Driving Record must be submitted on a yearly basis and will be kept on file in the Transportation Department at the district office. The cost of obtaining the DMV report will be covered by the volunteer. The Transportation Department in conjunction with the administrator in charge of the activity is responsible for verifying the approval by the Superintendent or designee authorizing the volunteer to operate the vehicle, verifying the DMV</p>
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<p>20 U.S.C. Sec. 1232g</p> <p>4. Delegation of Responsibility SC 111 Title 22 Sec. 8.1 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>Pol. 345, 445, 545</p>	<p>Driving Record and coordinating the exchange of keys and essential paperwork.</p> <p><u>Confidentiality</u></p> <p>Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, about the students enrolled in the school district.</p> <p><u>Delegation</u></p> <p>In conjunction with the administration, each school within the school district shall adopt its own administrative procedures for the recruitment, selection and assignment of volunteers. 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 implementing the security system utilized by the district, overseeing volunteer paperwork and confirming with the district office in regard to the clearances.</p> <p>No such procedures adopted by the schools within the school district shall be inconsistent with the terms and conditions of this policy.</p> <p>With regard to volunteer coaches, the high school principal or designee shall assume general authority over volunteer coaches on the high school level, principals or designees at the 7th, 8th and 9th grade centers shall assume responsibility for volunteer coaches at those respective schools. The head coach in charge of the volunteer coach will assume daily responsibility for the actions and training of his/her volunteer coaches.</p> <p>All such procedures adopted by the schools within the school district shall be subject to the approval of the Superintendent or designee.</p> <p>Notwithstanding the previously granted authority and discretion of the local school administrator, the Board directs that the building principal in which the volunteer is assigned will dismiss any volunteer who, with or without previous warning, violates this policy or any other policy or guideline of the district, including the Staff-Student Communication/Relations policies or whose presence is considered a danger to the school population.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.44</p>
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	<p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>
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Board Policy – 345, 445, 545