

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: COMMUNITY VOLUNTEERS

ADOPTED: JANUARY 19, 2015

REVISED: May 15, 2017

916. COMMUNITY VOLUNTEERS	
1. Purpose	The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.
2. Authority SC 111 23 Pa. C.S.A. Sec. 6301	All volunteers who directly supervise students independent of a teacher or administrators will be required to obtain all required clearances. All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.
3. Definition PA SC 23 PA C.S.A. Sec. 6344.2	<p>Volunteer – 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>Community volunteers may perform only such duties as may be performed by a person not licensed as a classroom teacher. The judgment of the certified personnel, to whom the volunteer is assigned, will be used to define the duties to be performed.</p> <p>The two (2) classifications of volunteers are:</p> <ol style="list-style-type: none">1. Position Volunteer – 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 advisors, etc.2. Guest 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, 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.

<p>4. Delegation of Responsibility</p> <p>23PA CSA 6344.2</p> <p>23PA CSA 6344.4</p> <p>23PA CSA 6344.3</p>	<p>No volunteer shall release any personal information concerning any pupil who is not his/her own child or ward, except under the judicial process, to any person other than a teacher or an administrator.</p> <p>The administration shall develop procedures for recruitment, training, assignment and evaluation of this program.</p> <p>Certifications - Prior to approval, all position volunteers shall submit the following information:</p> <ol style="list-style-type: none"> 1. PA Child Abuse History Certification – which must be less than sixty (60) months old. 2. PA State Police Criminal History Record Information – which must be less than sixty (60) months old. 3. Volunteer Affidavit, if a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period. <p>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.</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 the children in the care of a childcare service or the student will otherwise be responsible for the welfare of a child.</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>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>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>
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Pol. 216
Pol. 216.3

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 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.

References:

School Code – 24 P.S. Sec. 111

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

