

EPHRATA AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: November 16, 2009

REVISED: January 25, 2016

916. SCHOOL VOLUNTEERS	
<p>1. Purpose</p>	<p>The District recognizes that the talent, skills, and experience of community members can help enrich student educational and extracurricular activities. The District will involve volunteers as appropriate for the benefit of students and the District.</p>
<p>2. Authority SC 510</p>	<p>Subject to various legal requirements, the Board is authorized to adopt reasonable rules regarding school affairs.</p>
<p>3. Definitions 23 Pa.C.S.A. Sec. 6303 Sec. 6344.2</p>	<p><u>Volunteer</u> An adult individual serving in an unpaid position with a school or a program, activity, or service as a person responsible for the welfare of one or more children or having direct volunteer contact with children.</p> <p>Adult – an individual at least eighteen (18) years of age.</p> <p>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.</p> <p>“Responsible for the welfare of one or more children” is a high level of responsibility that will not be applicable to most individuals helping within schools without pay. For this reason, determination whether an individual is a “volunteer” subject to all mandatory background check requirements will usually depend on whether the individual meets the test for direct volunteer contact with children.</p> <p>Direct volunteer contact with children – means routine interaction with one or more children and care, supervision, guidance, or control of one or more children.</p> <p>Many but not all individuals helping within schools without pay will have routine interaction with children. Therefore, determining whether an individual is a “volunteer” subject to mandatory background check requirements often requires careful review of whether the individual has both:</p> <ol style="list-style-type: none"> 1. Routine interaction with children. 2. Care, supervision, guidance, or control of children. <p>Many individuals helping within schools without pay and in the presence of a school employee, such as a visitor, will not have responsibility that rises to the level of care,</p>

<p>PA Dept. of Human Services Volunteer FAQs 12/19/14</p>	<p>supervision, guidance, or control of children.</p> <p>Routine interaction with one or more children – means regular and repeated contact with one or more children that is integral to the volunteer responsibilities.</p> <p>Co-op or Similar Program Supervisor – means in connection with an internship, externship, work study, co-op, or similar program with an employer, an individual whom the employer and the school identify as a student’s supervisor and person responsible for the student’s welfare while the student participates in the program with the employer.</p> <p>As examples, and without limiting the category of individuals who may be considered volunteers, Volunteer includes:</p> <ol style="list-style-type: none"> 1. Any individual who serves without pay as a sport coach or except as set forth below otherwise regularly assists and has contact with children in connection with a play, concert, or other curricular, co-curricular, or extracurricular activity. 2. An individual who serves without pay as a daily, weekly, or other periodic scheduled classroom assistant. 3. An individual who serves without pay as a school sponsored event chaperone with expectation of contact with children in circumstances when no school employee is present. <p>A Volunteer is someone who is more than a Visitor. Being a volunteer 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 in circumstances when no school employee is present.</p> <p><u>Student Volunteer</u> A student age 18 or older enrolled in one of the District’s schools who volunteers for an event on school grounds and sponsored by the school in which the student is enrolled and which is not an event for children who are in the care of a child care service. This definition applies only if the student is not responsible for the welfare of any child at the event.</p> <p>An individual who qualifies as a student volunteer is not required to provide background check information.</p>
<p>Pol. 907</p>	<p><u>Visitor</u> An individual whose actions do not rise to the level of a Volunteer. As examples, and without limiting the category of individuals who may be considered as such, Visitor includes:</p> <ol style="list-style-type: none"> 1. A parent, close relative, or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, meet with, or share a celebration time with, a student who is the individual’s

<p>4. Criminal History and Child Abuse Background Checks</p> <p>23 Pa.C.S.A. Sec. 6344-2</p> <p>22 Pa. Code Sec 8.1 et seq.</p>	<p>child or other close relative or for whom the individual is the guardian.</p> <ol style="list-style-type: none"> 2. An individual who without pay assists in conducting a classroom celebration. 3. Concert or other performance ushers. 4. An individual who attends a sports event or other extracurricular activity. 5. An individual who without pay is a career day or other similar speaker or participant visiting to share information with students in the presence of a school employee. 6. In most cases, an individual who without pay operates or helps operate a concession stand at a school activity. 7. An individual who assists without pay in other types of school activities in the presence of a school employee <p>Visitors are governed by Board Policy No. 907/School Visitors.</p> <p><u>School Employee</u> An individual who is employed by the District or who – with or without pay – provides a program, activity, or service sponsored by a school. The term excludes an administrative or other support staff person who has no routine interaction with children.</p> <p><u>Volunteer Sport Coach or Activity Advisor</u> Any individual who without pay 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.</p> <p>Prior to entering areas in school buildings where student contact is likely, and prior to serving as a volunteer, all visitors and volunteers shall complete an electronic screening (building-level security program screening established for the building).</p> <p>Those defined as “volunteer” are required to submit the following background check and related documents and information to the Principal prior to providing volunteer services or interacting with a student in a co-op or similar program:</p> <ol style="list-style-type: none"> 1. Volunteer Application 2. PA State Police Criminal History Report – dated no more than one year prior to the application date. 3. PA Department of Human Services Child Abuse Report – dated no more than one year prior to the application date. 4. Federal Criminal History Report – dated no more than one year prior to the
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	<p>application date.</p> <p>Federal Criminal History Report and Cogent Systems Registration ID are required from a co-op or similar program supervisor, but are not required for a volunteer:</p> <ul style="list-style-type: none"> (a) who provides a written statement that he or she has been a Pennsylvania resident during the entirety of the previous 10-year period (b) who if not a Pennsylvania resident during the entire previous 10-year period obtained a federal criminal history report at any time after establishing a Pennsylvania residency and provides a copy of the report to the District. <p>In either case, the individual must provide a written statement swearing or affirming that the prospective volunteer has not been named in a founded report as a child abuse perpetrator within the preceding five (5) years, and that the individual has never been arrested or convicted of certain crimes specified in 24 P.S. § 1-111.</p> <ul style="list-style-type: none"> 5. 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. 6. 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 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. 7. TB Test – dated no more than one year prior to the application date to become a volunteer, at the expense of the volunteer. <p>No individual shall begin service as a volunteer or co-op or similar program supervisor until:</p> <ul style="list-style-type: none"> 1. The individual has complied with the above mandatory background check requirements set forth in this policy. 2. The District has evaluated the results. 3. The start of services has been approved by the Superintendent,
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<p>5. Obtaining Background Check Reports</p> <p>PDE Website – Background Checks</p> <p>6. Background Check Updates</p> <p>23 Pa.C.S.A. Sec. 6344.4</p> <p>7. Self-Reporting</p> <p>23 Pa.C.S.A. Sec. 6344.3</p> <p>8. School Board Approval/ Termination of Services</p> <p>9. Volunteer Role</p>	<p>Superintendent designee, or building principal.</p> <p>Volunteers must pay any required fees for background check reports. However, the Commonwealth of Pennsylvania waives fees under certain circumstances for volunteers obtaining reports other than the federal criminal history report. For additional information, see the PA Department of Education website – Background Checks.</p> <p>Volunteers and co-op or similar program supervisors must provide new background check reports as set forth above within five (5) years from the date of the oldest of required background check reports most recently submitted to the District.</p> <p>As stated on the Employee/Volunteer Self-Reporting Commitment Form, all volunteers and co-op or similar program supervisors 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.</p> <p>The names of volunteer sport coaches, volunteer activity advisors, and co-op or similar program supervisors shall be submitted to the Board for approval. No individual shall begin as a volunteer sport coach, volunteer activity advisor, or co-op or similar program supervisor until approved by the Board. The Board, Superintendent or designee, or building principal may terminate the services of a volunteer at any time in his, her, or their sole discretion, with or without cause.</p> <p>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.</p> <p>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.</p> <p>Except in an emergency situation, volunteers will not be involved in student discipline or administration of first aid.</p> <p>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).</p>
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	<p>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.</p>
<p>10. Confidentiality of Student Information Pol. 216</p>	<p>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.</p>
<p>11. Volunteer Status</p>	<p>A volunteer is not an employee or independent contractor of the District, and shall not receive any compensation for services. These positions are not a right, but a privilege conferred by the Board, acting through the Superintendent, principal, or other administrator. The District reserves the right to suspend or terminate the privilege to serve as a volunteer or at any time, with or without cause.</p>
<p>12. Delegation of Responsibility</p>	<p>The Superintendent or designee, or principal with approval of 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.</p>

References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 Pa. Code Sec. 8.1 et seq.

Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6

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

Board Policies – 216, 806, 907