

West Chester Area School District

SECTION: GENERAL PUBLIC RELATIONS
 TITLE: SCHOOL VOLUNTEERS
 ADOPTED: 12/16/13
 REVISED:

KMA - SCHOOL VOLUNTEERS	
1. Purpose	The Board recognizes that community volunteers can make valuable contributions to the District’s educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.
2. Authority SC 510	The Board authorizes the selection and use of parent/guardians, community members and others as volunteers to assist and supplement regular District staff.
3. Delegation of Responsibility	<p>To assure the proper support for volunteer programs of the District, the following minimum requirements shall apply:</p> <ol style="list-style-type: none"> 1. Each building principal or his/her designee who use volunteers shall be responsible for supervising the dissemination and procurement of volunteer applications and clearances; reviewing the applications and clearances; maintaining a file of applications and clearances; and recruiting and selecting volunteers in accordance with the needs of the building. 2. Each building principal or his/her designee who uses volunteers, in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments. The Athletic Director shall be responsible for ensuring all volunteer serving as coaches receive appropriate training to perform the duties associated with their assignment. 3. The building principal or his/her designee shall assume general authority and responsibility for all volunteers serving at that building. The Athletic Director shall share this general authority and responsibility for all volunteers serving as coaches. 4. Each building principal or his/her designee shall be responsible for terminating the services of any volunteer who violate school district policy, school rules or guidelines or whose presence and/or actions are deemed to constitute a danger or threat to the District, the school, the school’s personnel and/or the students. The building principal and/or his designee shall immediately inform the Superintendent in a timely manner of the termination of any volunteer. The Athletic Director shall have the same responsibility over volunteer serving as coaches and shall immediately report any termination to the building principal.
4. Definitions	<p><u>Volunteer:</u> An individual who voluntarily offers and provides a service to the District without receiving compensation.</p> <p><u>Single Event Volunteer:</u> An individual who voluntarily provides a service to the District, without compensation, for a single event which will be completed in one (1) to three (3) school days.</p>



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<p>5. Guidelines</p>	<p><u>Short-Term Volunteer:</u> An individual who voluntarily provides a service to the District, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during the school year.</p> <p><u>Long-Term Volunteer:</u> An individual who voluntarily provides a service to the District without compensation, from time to time throughout the entire school year. Said service does not have to be performed consecutive days, however, the intent is to use the volunteer over a period of time exceeding two (2) weeks throughout the school year.</p> <p><u>Limited Contact Volunteer:</u> Any individual who voluntarily provides service to the District, without compensation, and who works directly under the supervision and direction of a teacher or administrator employed by the District. These individuals do not have unsupervised contact with students.</p> <p><u>Substantial Contact Volunteer:</u> Any individual who voluntarily provides service to the District, without compensation, and who while working under the general direction and supervision of a teacher, administrator, coach or student activity sponsor employed by the District, may, from time to time, have or may be reasonably expected to have unsupervised contact with students.</p> <p><u>General Requirements</u> The following general requirements shall apply to all volunteers:</p> <ol style="list-style-type: none"> 1. Under no circumstances shall a volunteer be considered an employee of the District. 2. A volunteer shall receive no wages or benefits for the performance of volunteer services. 3. The volunteer position is not a right, but rather a privilege conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason or no reason. 4. Volunteers shall not be asked to assume the professional responsibilities of school staff. Volunteers may provide assistance under the direction of a staff member. 5. Volunteers shall not have access to or handle any materials of a personal or confidential nature, unless the volunteer is a District employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to who s/he has been temporarily assigned. 6. Volunteers shall exhibit behaviors considered appropriate for interaction with District students, staffs, other volunteers and the public while performing volunteer functions. These behaviors include, but are not limited to: <ol style="list-style-type: none"> a. Maintaining a warm, caring, student-centered attitude. b. Respecting the role of the school employees. c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in the school. d. Following District policies and rules, including the directions of the
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	<p>building principal and employees to whom they are assigned.</p> <ol style="list-style-type: none">7. Volunteers shall meet any standard which may be established by federal, state or local government, or by the Board and/or administration. The volunteer shall agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the District's professional employees and support staff.8. In accordance with Board policy, volunteers shall not use tobacco, alcohol or controlled substances, or be under the influence of alcohol or controlled substances while serving a school volunteer, including volunteer service that take place outside of District property.9. Volunteers shall not administer student discipline. The exception shall be a District employee whose job allows such and who has been assigned to do so by the building principal or designees or, as appropriate, the teacher to whom s/he has been temporarily assigned.10. Volunteers shall not administer first aid, except in the case of an emergency. The exception shall be a District employee whose job allows such and who has been assigned to do so by the building principal or designees or, as appropriate, the teacher to whom s/he has been temporarily assigned.11. All volunteers shall be issued a District identification badge which identifies the holder as an approved volunteer. Volunteers shall be required to wear and display such identification badges at all times while providing services to the District.12. No volunteer shall be requested or required to transport students in District and/or personal vehicles as part of his/her volunteer duties. Volunteers who transport students in personal vehicles are acting outside of the scope of their volunteer service and they and the students are not covered by insurance provided by the District. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own service carrier.13. Except as set forth in paragraph 12 above, the Board shall provide authorized volunteers with liability coverage as provided for employees of the District, to cover them while acting within the scope of their volunteer service.14. Volunteers shall comply with the legally mandated employee requirements and procedures for criminal history/child abuse/Raptor (or other such building level security program as may exist) reports as set forth in this policy. If under the pertinent laws or regulations, his/her criminal history/child abuse/ Raptor (or other such building level security program as may exist) report would preclude him/her from being hired as an employee, that person may not serve as a volunteer. However, the District may deny an application to volunteer based upon the existence of a conviction of any criminal offense deemed by the District to preclude voluntary service to the District.
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SC 111
Title 22 Sec. 8.1 et seq
23 Pa. C.S. 6301, et seq

Application and Clearances

Each volunteer shall complete a standard application. Such application shall be maintained in the building’s file. As part of that application, each applicant shall complete Raptor (or other such building level security program as may exist) scan.

All volunteers shall be approved by the appropriate building principal. Temporary faculty sponsors shall be approved in accordance with Policy JHF/IDEA. The building principal shall maintain a record of the names, a brief description of the services performed, Raptor (or other such building level security program as may exist) results, and clearances submitted for all volunteers in his/her respective building. The Athletic Director shall maintain the same information for volunteers serving as coaches. The record shall be maintained for a period of three (3) years.

Prior to the approval of any volunteer serving as a coach, the Athletic Director shall consider the impact of the approval on the District’s Title IX compliance obligations.

Volunteers, as categorized, must acquire and/or submit the following:

	Limited Contact		Substantial Contact	
	Raptor (or other such building level security program as may exist)	Clearances	Raptor (or other such building level security program as may exist)	Clearances
Single Event	Yes	No	Yes	Yes
Short-Term	Yes	No	Yes	Yes
Long-Term	Yes	No	Yes	Yes

Prior to the start of volunteer service, substantial contact volunteers must submit to the District for review and verification: (1) original Criminal History Report from the Pennsylvania State Police, (2) original Child Abuse History Clearance from the Pennsylvania Department of Welfare and (3) an original federal criminal history report.

All required criminal history reports and child abuse clearances shall be provided in the form and manner proscribed by law and must not be dated more than one (1) year prior to the date of the approval by the appropriate administration official designated in this policy.

Once obtained, substantial contact volunteers shall only be required to resubmit criminal history reports and clearances every three (3) years, unless the substantial contact volunteer has a break in service due to unenrollment in the District. A return to service after a break in service due to unenrollment shall require the submission of new reports/clearances even if three (3) years has not elapsed. All volunteers shall be required to complete a Raptor (or other such building level security program as may exist) scan annually.



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All volunteer shall be required to report to the building principal within seventy-two (72) hours any arrest or conviction of an offense listed in Section 111(e) or (f.1) that occurs after submission of the required clearances or Raptor (or other such building level security program as may exist). The PDE Form 6004 (Arrest or Conviction Report) shall be used to report these arrests or convictions to the building principal. The building principal shall immediately advise the Superintendent of receipt of such a form.

Clearances shall be obtained at the cost of the volunteer.

For district employees who volunteer, the clearances/tests necessary for their employment shall be sufficient for their service as a volunteer.

No individual will be approved to serve as a volunteer if the Raptor (or other such building level security program as may exist) scan, criminal history reports or child abuse reports/clearances required by this policy evidence an offense which would preclude such an individual from being employed in a Pennsylvania public school.

Overnight Volunteers

Any volunteer who wishes to participate in any overnight field trip shall be required to submit (1) original Criminal History Report from the Pennsylvania State Police, (2) original Child Abuse History Clearance from the Pennsylvania Department of Welfare and (3) an original federal criminal history report, as well as submit to a Raptor (or other such building level security program as may exist) scan. The clearances already submitted by substantial contact volunteers shall be sufficient to meet this requirement.

For district employees who volunteer, the clearances/tests necessary for their employment shall be sufficient for their service as a volunteer.

Volunteers Serving in Excess of 10 hours per week

Volunteers shall undergo a tuberculosis examination, at their own expense, in accordance with this policy and the regulations of the Pennsylvania Department of Health.

Prior to the start of service, any volunteer who serves more than 10 hours per week/per event with the same students, on or off campus, shall undergo a tuberculosis examination administered in accordance with the regulations of the Pennsylvania Department of Health. The test submitted shall have been obtained within the three months prior to the application. Once submitted, volunteers shall not be required to obtain a test in a subsequent school year unless required by regulation.

Unique Circumstances

The District recognizes that not all factual scenarios have been accounted for under this policy. For this reason, the Superintendent, the Director of Elementary Education and/or Director of Secondary Education may determine

SC 1418
Title 22, Sec. 23.44



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clearance, health, or other child safety standards, on a case by case basis, for situations not falling directly under this Policy or as necessary for the continuation of District operations/programs. Under no circumstances shall the Raptor (or other such building level security program as may exist) scan requirement be waived.

Effective Date: policy KMA-School Volunteer will be effective at the beginning of the 2014-15 school year.

Created to address new District policy.

West Chester Area School District, West Chester, Pa