CRAWFORD CENTRAL SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: August 25, 2014

REVISED: <u>June 22, 2015 June 27, 2016</u>

916. VOLUNTEERS

1. Purpose

The Board recognizes that volunteers can make valuable contributions to the educational program. The use of volunteers is endorsed by the Board, subject to legal requirements, Board policy and administrative regulations. The Board also recognizes its responsibility to ensure the safety and welfare of students of the district.

2 Definitions

Adult – an individual, who is eighteen (18) years of age or older.

Child – an individual who is under eighteen (18) years of age.

Parent – a biological parent, adoptive parent or legal guardian.

Perpetrator – an individual who has committed child abuse as defined in the Child Protective Services Law.

Volunteer – an adult serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with one or more children.

Direct contact with children –the care, supervision, guidance or control of one or more children or routine interaction with one or more children.

Responsible for the welfare of one or more children —an adult providing permanent or temporary care, supervision, training, or control of a child in lieu of parental care, supervision or control, including direct or regular contact with a child or children through any program, activity or service sponsored by the School District or one of its schools.

Visitor - an individual whose actions do not rise to the level of a volunteer. A visitor is an individual who poses no real threat to the safety of children because steps are taken within the school setting to ensure that a visitor has no direct contact with one or more children without supervision by an employee of the School District at all times and who is not responsible for the welfare of one or more children. The Board directs the Superintendent to institute procedures to ensure that visitors will have no direct contact with children without a school employee being present at all

		times.
3.	Authority	The Board authorizes the administrative selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.
4.	Guidelines	All volunteers shall be required to:
		1. Complete a volunteer disclosure sheet that must be signed by the principal of the building that they are wishing to volunteer at. for each school that he/she wishes to serve as a volunteer. The volunteer disclosure sheet must be signed by the principal of each school that he/she wishes to serve as a volunteer.
		2. Provide a Pennsylvania State Police Criminal History Report dated no more than one year prior to the date of the principal's signature on the volunteer disclosure sheet.
	SC 111 Title 22	3. <u>Provide a Pennsylvania Department of Human Services Child Abuse Report dated no more than one year prior to the date of the principal's signature on the volunteer disclosure sheet.</u>
	Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	4. Provide a Federal Criminal History Report dated no more than one year prior to the date of the <u>principal's signature on the</u> volunteer disclosure sheet. A Federal Criminal History Report is not required for a volunteer applicant who provides an affidavit that he/she has been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, or, if not a resident of this Commonwealth during the entirety of the previous ten-year period, has received certification pursuant to Section 6344(b)(3) of the Child
	SC 1418 Title 28 Sec. 23.44	Protective Services Law at any time since establishing residency in this Commonwealth and provides a copy of the certification to the district employee responsible for the selection of volunteers; is not disqualified from service pursuant to the provisions of the Child Protective Services Law, and has not been convicted of an offense either the same or similar in nature to those crimes listed in the Child Protective Services Law.
		5. Complete a PDE-6004 Arrest/Conviction Report and Certification Form dated as of the date of the volunteer disclosure sheet. This form is a written statement that the volunteer applicant has never been arrested or convicted of certain crimes specified in Section 111 of the Public School Code of 1949, as amended.
		6. Complete an Employee/Volunteer Self-Reporting Commitment Form dated as of the date of the volunteer disclosure sheet. This document is a written statement that the volunteer applicant has never been arrested or convicted of certain offenses, including offenses that would prohibit employment under the Child Protective Services Law and certain other offenses, has never been named as a

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perpetrator in a founded or indicated report of child abuse, and if in the future the volunteer applicant is arrested or convicted for any such offense or is named as a perpetrator, the volunteer applicant will provide written notice to the School 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, which enables the School District to have direct access to Federal Criminal History Reports.

- 7. —Obtain a written statement from a physician, which assesses the health of the volunteer applicant. Also, obtain a written statement from a physician, which sets forth that a tuberculin skin test has been administered and indicates no evidence of active infectious tuberculosis (see Regulations from the Pennsylvania Advisory Health Board and the Public School Code of 1949, as amended for exceptions and further requirements).
- 8. Be approved by the Board.
- No volunteer shall begin service as a volunteer until:
 - a. the volunteer has complied with the above mandatory background check requirements;
 - b. the School District has evaluated the results.; and
 - c._ the Board has formally approved the volunteer applicant to serve as a volunteer by appropriate Board Resolution.

Volunteer applicants shall be able to obtain one (1) Act 34, Pennsylvania State
Police Criminal Record Check and one (1) Act 151, Pennsylvania Child Abuse
History Clearance free of charge every 57 months or they may pay the required fees
for background check reports. If the volunteer is applying for the Act 114, FBI
Fingerprint Clearance, they will be required to pay the required fees. Volunteers
applicants and vVolunteers, who have the required certifications, must also provide
new background check reports as set forth in this Policy within thirty sixsixty (360)
months from the date of the most recent background check reports of the same type.

As set forth in the Employee/Volunteer Self-Reporting Commitment Form, all volunteers are required to provide written notice to the School District of arrests, convictions or being named in a report of child abuse, which notice will be on the PDE 6004 Form. if related to an arrest or conviction. A volunteer's failure to accurately report such arrests, convictions or being named in a report of child abuse

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within seventy-two (72) hours may subject the volunteer to criminal prosecution and

dismissal as a volunteer for the School District. Prior to commencing his/her service as a volunteer, the volunteer must be informed by the appropriate School District official that he/she is required by law to report any reasonable belief that a child is a victim of child abuse. Each volunteer shall keep strictly confidential all information the volunteer may receive about students during the course of performing volunteer services and shall follow all of the 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/her responsibilities. All coaching volunteers must have Board approval prior to the start of the season. No one is allowed to be a volunteer coach without this approval. A volunteer shall exhibit interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member. Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall not receive any compensation or benefits, statutory or otherwise, for the performance of volunteer services. The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position or volunteer may be eliminated at any time. Furthermore, any volunteer may be dismissed from service as a volunteer for any reason or no reason. The Board shall provide volunteers with the same general liability insurance coverage as provided for employees of the district, while performing their volunteer services. The district's insurance will be in excess of any other insurance which may be available to the volunteer. 5. Delegation of To assure the proper support for the volunteer programs of the district, the following Responsibility minimal requirements shall apply:

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	1. Professional staff in each building who use volunteers in any capacity shall be responsible for orienting the volunteers to perform the specific duties associated with their assignments.	
	2. The building principal or designee shall assume general authority and responsibility over all volunteers serving at the site.	
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	3. Volunteers shall meet any standards that may be established by federal, state, or local governments, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all Board policies, district rules and administrative regulations.	
	4. Volunteers will not be permitted to directly administer student discipline, nor will they be permitted to administer first aid, except in the case of an_emergency .	
	5. Volunteers shall sign the district's Volunteer Disclosure Sheet acknowledging the receipt and review of this Policy.	
	5.6.The building principal shall sign the Volunteer Disclosure Sheet acknowledging that all required forms have been received, and reviewed, and approved.	
	The Superintendent shall develop administrative regulations to implement this policy.	
	References:	
	School Code – 24 P.S. Sec. 111, 510, 1418	
	State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.	
	State Department of Health Regulations – 28 PA Code Sec. 23.44	
	Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.	

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Crawford Central School District Volunteer Disclosure Sheet

In accordance with Policy **916**, all volunteers must have a disclosure sheet on file in the building where services are provided. Please complete the following information, and return it to the building in which you are volunteering for the building **principal's** signature.

Name:	
Address:	
Description of what you will be doing	g in the building:
Name of employee with whom you w	rill be working:
Building Principal's Signature:	
Date:	<u></u>
family, which is confidential. This can	te aware of information about a student and his/her include grades, performance, skill levels, and om. It is imperative that this information remains
I agree that confidentiality of studen information should I become aware	t information is critical and shall protect such of it.
Volunteer Signature	Date
	of the Crawford Central School District School lerstand the procedures and responsibilities as a em.
Volunteer Signature	Date

CRAWFORD CENTRAL SCHOOL DISTRICT

AFFIDAVIT FOR VOLUNTEERS

I,	ature to a crime listed in s or former laws of the he District of Columbia, the
Signature of Applicant:	
Date:	
Sworn to and subscribed before me on this day of	, 20
Notary Public	

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