



SALISBURY TOWNSHIP SCHOOL DISTRICT

Board Policy 4.5.4

Volunteers

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2
3 THE DISTRICT RECOGNIZES THAT THE TALENT, SKILLS, AND EXPERIENCE OF
4 COMMUNITY MEMBERS CAN HELP ENRICH STUDENT EDUCATIONAL AND NON-
5 CURRICULAR ACTIVITIES. The district will involve volunteers pursuant to applicable law and
6 the provisions of this policy.

DEFINITIONS

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10 • **Certified Volunteer** – a volunteer who has satisfied the certification and affidavit
11 requirements under this Policy
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13 • **Direct Contact with Children** – for the purposes of this Policy, this term, consistent
14 with the CPSL, shall mean “the care, supervision, guidance or control of children or
15 routine interaction with children.”
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17 • **Direct Services** – the District has adopted the definition of the PA Department of Health,
18 which defines “direct services” as an individual who provides ten (10) hours or more of
19 volunteer services per week
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21 • **Direct Volunteer Contact** – the care, supervision, guidance or control of children and
22 routine interaction with children.
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24 • **Routine Interaction** – regular and repeated contact that is integral to a person's
25 employment or volunteer responsibilities.
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27 • **Volunteer** – any individual who performs any unpaid service to the school

AUTHORITY

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31 The Board is authorized to adopt and enforce reasonable rules and regulations as it may deem

32 necessary and proper regarding the management of its school affairs and the conduct and
33 department of all persons during the time they are engaged in their duties to the district.

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36 **VOLUNTEER CONTACTS**

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38 No person may volunteer in the District without prior notification, express permission by the
39 Superintendent or designee, and/or provision of all necessary documentation regarding legally-
40 required clearances, as set forth in this Policy. Coordination of all volunteer activity shall be
41 performed by the Building Principal/Administrator, who shall be responsible for coordinating
42 details regarding individual events, communicating directly with volunteers and coordinating
43 volunteer schedules.

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45 Volunteers must schedule all volunteer service through the Building Principal/Administrator.
46 Unless expressly permitted through an open invitation directly extended in writing to a volunteer
47 or group of volunteers, volunteers will not be permitted to participate in school functions as a
48 volunteer without prior authorization by the Building Principal/Administrator.

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51 **BACKGROUND CHECKS**

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53 Volunteers who, in their role as volunteer, are responsible for a child's welfare or have "direct
54 volunteer contact" (as defined above) with children are required to be "certified volunteers." In
55 order to be a "certified volunteer," an individual must provide all 3 of the background checks and
56 the affidavit described below to the building principal. The building principal shall maintain a
57 list of all certified volunteers and shall also provide a copy of the list to the Superintendent.

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60 Certified volunteers are required to produce the following clearances/background checks:

- 61 (1) **PA State Police Criminal History Report** – Pursuant to 18 Pa.C.S. Ch. 91 (relating to
62 criminal history record information), a report of criminal history record information from
63 the Pennsylvania State Police or a statement from the Pennsylvania State Police that the
64 State Police central repository contains no such information relating to that person. The
65 criminal history record information shall be limited to that which is disseminated
66 pursuant to 18 Pa.C.S. § 9121(b)(2) (relating to general regulations).
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- 68 (2) **Department of Human Services Child Abuse Certification** – A certification from the
69 Department of Human Services as to whether the applicant is named in the Statewide
70 database as the alleged perpetrator in a pending child abuse investigation or as the
71 perpetrator of a founded report or an indicated report.
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- 73 (3) **FBI Criminal History** – Submission of a full set of fingerprints to the PA State Police
74 for the purpose of a record check, and the PA State Police or its authorized agent shall
75 submit the fingerprints to the Federal Bureau of Investigation for the purpose of verifying
76 the identity of the applicant and obtaining a current record of any criminal arrests and
77 convictions.

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FEES

Prospective volunteers shall be responsible for any and all fees incurred in obtaining the necessary clearances, regardless of whether the prospective volunteer is ultimately approved to serve in the District.

EXPIRATION OF CLEARANCES

Clearances/background checks for certified volunteers may not be older than 60 months, and volunteers who are required to be “certified volunteers,” under this Policy, shall be required to provide updated clearances within 60 months of the date of the volunteer’s oldest clearance.

AFFIDAVIT REQUIREMENT

In addition to the background check/clearance process, all volunteers who are required to be “certified volunteers,” as per this Policy, shall be required to affirm, in writing, that they are not disqualified from service under 23 P.S. 6344(c) (Grounds for denying employment or participation in program, activity or service) and/or have not been convicted of an offense similar in nature to the crimes listed in 6344(c) under the laws or former laws in the United States or abroad. Non-disclosure of relevant criminal history or falsification of any information contained within the affidavit shall constitute grounds for immediate termination of the individual’s right to serve as a volunteer within the school, and the District retains the right to take legal action against such individual and/or report such falsification to the police.

ONGOING REQUIREMENT FOR VOLUNTEER SELF REPORTING

Volunteer Self-Reporting Commitment Form – If in the future, the volunteer is *arrested* or *convicted* for offenses that would prohibit the person from serving as a volunteer under 23 PA C.S. § 6344 (c) and certain other offenses or is named as a perpetrator in a founded or indicated report of child abuse, the individual will provide written notice to the 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. PDE-6004 Form shall be provided to the person at the time of the application. If applicable, this form also includes the individual’s Cogent Systems Registration ID – which will enable the district to access federal criminal history reports. Failure to accurately report such arrests, convictions, or naming within seventy-two (72) hours may subject the individual to criminal prosecution.

APPROVAL/TERMINATION OF SERVICES

The names of all volunteers shall be submitted by the Principal to the Superintendent’s Office for approval. No volunteer shall begin a volunteer position until approved by the Superintendent’s Office. The School 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.

124 **CHILD ABUSE REPORTING**

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126 Every volunteer should familiarize himself/herself with district Policy No. 806 (Child Abuse). A
127 volunteer is required to report pursuant to Policy No. 806 if the volunteer has reason to suspect a
128 child is a victim of child abuse.

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130 **ROLE OF VOLUNTEER**

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132 A volunteer and/or certified volunteer, depending upon the circumstance, may work with
133 students by assisting in classroom activities, curriculum-related activities, and extra-curricular
134 activities during the school day and after regular school hours with duties or activities as
135 determined by the school employee who approves the start of volunteer services.

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137 The role of a volunteer is to assist. Volunteers may not assume instruction responsibilities of
138 school employees but will work under the direction of school employees, providing help in
139 supportive or enriching activities. Volunteers will not administer tests to students.

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141 Except in an emergency situation, volunteers will not be involved in student discipline or
142 administration of first aid.

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144 Except as authorized in advance by the appropriate administrator, and in compliance with district
145 policies for vehicle use, volunteers are not permitted to operate a motor vehicle owned by or
146 under the control of the district or to transport a student to or from a school sponsored activity in
147 a privately owned motor vehicle other than a student to whom the volunteer is the student's
148 parent, stepparent, foster parent, legal guardian, or close family relative (sibling, grandparent,
149 aunt or uncle).

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151 Volunteers shall follow all applicable administrative procedures established pursuant to this
152 policy and all other rules, regulations, procedures, and administrative guidelines concerning
153 conduct of the district professional and paraprofessional staff. Such rules, regulations, and
154 procedures and guidelines, however, shall not be deemed to expand the responsibility or
155 authority of volunteers as set forth in this policy.

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157 **CONFIDENTIALITY OF STUDENT INFORMATION**

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159 Each volunteer, whether certified or not, shall keep strictly confidential all information the
160 volunteer may learn about students during the course of performing volunteer services and shall
161 follow all requirements of the Family Education Rights and Privacy Act (FERPA). No volunteer
162 shall be permitted to access, review, disclose, or use confidential student information or
163 participate in conversations in which confidential student information is discussed, unless
164 knowledge of that student information is necessary for the volunteer to fulfill his or her
165 responsibilities. Examples of such information include but are not limited to: grades or other
166 measures of academic performance, class standing, standardized or other test scores, attendance
167 records, discipline history, individualized education plans, health data, family background
168 information, teacher or counselor ratings and observations, and any other verified or unverified
169 information contained in a student's file maintained by school employees or the district. If a

170 volunteer has questions about the confidentiality of student information, the volunteer should
171 consult with the building principal.

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173 **VOLUNTEER STATUS**

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175 A volunteer is not an employee or independent contractor of the district and shall not receive any
176 compensation for services. The position of volunteer is not a right but a privilege conferred upon
177 the volunteer by the Board, acting through the Superintendent, principal, or other administrator.
178 The district reserves the right to suspend or terminate the privilege to serve as a volunteer at any
179 time, with or without cause.

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181 **DELEGATION OF RESPONSIBILITY**

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183 If any question arises as to whether an individual is a is required to be a “Certified Volunteer,”
184 subject to the requirements of this policy, the question will be submitted to the Superintendent or
185 designee, and the decision of the Superintendent or designee shall resolve the issue. Each
186 principal may adopt for his or her building additional administrative procedures for recruitment,
187 selection, and assignment of volunteers; however, the following requirements shall apply to all
188 such procedures:

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190 1. No such procedures shall be inconsistent with this policy.

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192 2. All such procedures must be approved by the Superintendent or designee.

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194 3. Each principal or designee has general authority over and responsibility for volunteers
195 performing services at such schools. The Athletic Director and the principal have general
196 authority over and responsibility for volunteer sport coaches.

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198 4. Professional staff in each building that use volunteers in any capacity shall be responsible for
199 orienting the volunteers to perform the specific duties associated with their assignments.