

# CENTENNIAL SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: December 14, 1999

REVISED: November 24, 2015

<p>1. Purpose</p> <p>2. Definitions 23 Pa. C.S.A. Sec. 6303, 6344.2</p>	<p style="text-align: center;">916. VOLUNTEERS</p> <p>The Board recognizes that volunteers and helpers can make valuable contributions to the school district. The Board encourages the use of volunteers and helpers subject to the requirements of applicable law and this policy.</p> <p>When used in this Policy, the following terms shall have the following meanings unless the context clearly indicates otherwise:</p> <p><b>Volunteer</b> means an unpaid individual who: (1) has been given responsibility for the care, supervision, guidance or control of children; or (2) who is intended to or known to have regular and repeated contact with children that is integral to the individual's responsibilities. Examples of where individuals would meet the definition of a volunteer are as follows:</p> <ol style="list-style-type: none"> <li>1. An adult, parent or guardian comes to school to assist the librarian and/or students in the library;</li> <li>2. An adult, parent or guardian volunteers to go on a class trip and provides assistance to the teacher(s) during the course of the day, but may, at some point, be alone with a child;</li> <li>3. An adult, parent, guardian or coach attending practices and/or events on a regular basis.</li> </ol> <p><b>Helper</b> means an adult who provides help or assistance to the school district or any school district event or function, but who does not meet the definition of a volunteer. A <b>helper</b> would not meet the definition of a volunteer where the individual: (1) is not responsible for the welfare, care, supervision, guidance or control of a child or children; or (2) does not have regular and repeated interaction with children because the helper is present sporadically, intermittently or only occasionally. Examples of where individuals would not meet the definition of a volunteer are as follows:</p> <ol style="list-style-type: none"> <li>1. An adult, parent or guardian comes to school to help a teacher with a class party;</li> </ol>
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<p>Pol. 907</p> <p>3. Policy Statement and Requirements</p>	<ol style="list-style-type: none"> <li>2. An adult, parent or guardian comes to a couple of track meets to assist the coaches with timing students or engaging in other tasks of assistance;</li> <li>3. An adult, parent or guardian volunteers to go on a class trip by riding with the students on the bus and providing assistance to the teacher(s) during the course of the day and is always present with a school district employee;</li> <li>4. An adult, parent or guardian volunteers to be a chaperone at a school dance, the junior prom, or the prom;</li> <li>5. An adult, parent or guardian volunteers to assist and provide help to the teacher(s) putting on the high school show over the course of a weekend;</li> <li>6. An adult, parent or guardian volunteers to come to school to read to children or to tutor children on one or more occasions other than on a routine basis.</li> </ol> <p><b>Visitor</b> means an adult, parent or guardian who is visiting the school to participate in an event or observe an event and who is not providing any services to the district or its students and who has no responsibilities. Examples include:</p> <ol style="list-style-type: none"> <li>1. An adult, parent or guardian who is attending a meeting about his or her child;</li> <li>2. An adult, parent or guardian visiting a classroom to observe; and</li> <li>3. An adult, parent or guardian attending parent visitation nights, a school play or show, or other activity of the school.</li> <li>4. An outside guest speaker.</li> </ol> <p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers and helpers to assist and supplement regular district staff. This policy does not apply to visitors.</p> <p>Any volunteer or helper program or activity, which requires financial support from the district budget, shall require approval by the Board prior to implementation.</p> <p>The volunteer or helper position is not a right, but rather a privilege which is conferred by the Board. Any such position may be eliminated at any time. Any person serving as a volunteer or helper may be terminated at any time with or without notice and with or without cause.</p>
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Volunteers and helpers may undertake activities such as, but not limited to those listed below, provided that such activities are under the direction of district professional or paraprofessional staff:

1. Tutoring.
2. Assisting in supervising students.
3. Preparing instructional materials in the classroom or the library.
4. Clerical assistance.
5. Coaching, advising, or directing student clubs/activities.

Except as stated below, individuals who are not employed by the school district or by a contractor shall not be responsible for and shall not have the duty to be responsible for the welfare of a child or children, the care of a child or children, the guidance of a child or children or the control of a child or children. Instead, except as stated below, at all times a school district employee or employees shall be solely responsible for the welfare of the child or children, the welfare, care, control or guidance of the child or children. Exceptions are as follow:

1. Where the individual drives one or more children, other than a child or member of the individual's household to an event or function at the request of the school;
2. Where the individual is requested to chaperone a trip that is overnight;
3. Where the individual is expressly requested to be responsible for the welfare of a child or children not his own or living in his household, to care for a child or children not his own or living in his household, or control a child or children not his own or living in his household.

Under these rules, the following are not volunteers and are not required to comply with the rules applicable to volunteers:

1. An individual coming to a class event and helping out;
2. An individual coming to a school event and helping out;
3. An individual accompanying a team on a trip to a game, meet or other function that is not overnight where it is not anticipated that the individual will be alone with one or more children for more than a momentary period of time.

<p>SC 111 23 Pa. C.S.A. Sec. 6344</p> <p>23 Pa. C.S.A. Sec. 6344, 62334.2</p> <p>SC 111 23 Pa. C.S.A. Sec. 6344</p> <p>SC 1418 Title 28 Sec. 23.44</p> <p>23 Pa. C.S.A. Sec. 6344.4</p>	<p>Administrators using volunteers shall be responsible for each of the following:</p> <ol style="list-style-type: none"> <li>1. Determining qualifications for the positions;</li> <li>2. Ensuring that required background clearance documents are obtained and reviewed;</li> <li>3. Ensuring that no individual is allowed to be a volunteer if the volunteer is disqualified under applicable law;</li> <li>4. Ensuring that required background clearance documents are maintained and kept by the school district in accordance with applicable law;</li> <li>5. Ensuring that all volunteers receive training and information with regard to applicable law and school district policy regarding such things as sexual harassment, bullying, hazing, corporal punishment and the proper boundaries with students and other matters as may be applicable; and developing a program for selecting, training and supervising volunteers.</li> </ol> <p>Adults who meet the definition of a volunteer under Applicable Law or under this Policy shall be required to provide the following:</p> <ol style="list-style-type: none"> <li>1. Act 34 State Police Criminal History Report.</li> <li>2. Act 151 Child Abuse Clearance Statement.</li> <li>3. Act 114 FBI Federal Criminal History Report.</li> <li>4. Tuberculosis test.</li> </ol> <p>Continuing volunteers are required to renew their clearances every five (5) years.</p>
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<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>A volunteer has the affirmative obligation to notify the district if they are arrested, indicted or convicted of a crime within seventy-two (72) hours of the arrest, indictment or conviction.</p> <p>Volunteers may not assume the responsibilities of district staff, but may provide assistance when under the direction of a staff member and with the permission of the administrator.</p> <p>Volunteers shall not administer or enforce discipline upon students.</p> <p>Except in the case of an emergency, volunteers shall not administer first aid or medication to students.</p>
<p>Pol. 216</p>	<p>All volunteers shall maintain confidentiality in working with students, staff, and all privileged information in the school.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent shall be responsible for the implementation of this policy.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1418</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.44</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 216, 907</p>