

# NORTHAMPTON AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: June 21, 2004

REVISED: May 5, 2008; Effective: July 1, 2008;  
November 11, 2013; June 8, 2015;  
September 14, 2015

<b>916. SCHOOL VOLUNTEERS</b>	
1. Purpose	The Board of School Directors (the Board) values the unique contributions made by parent and community members to the educational and extracurricular programs of the Northampton Area School District (the School District). Accordingly, the Board encourages parents and community members to be volunteers for the School District, subject to certain requirements and procedures as set forth in this policy.
2. Authority	This Policy is adopted under the authority of the Public School Code, 24 P.S. § 5-510 (Rules and Regulations) and the Child Protective Services Law 23 Pa C S §6301 et. seq. The Board is authorized to adopt and enforce reasonable rules and regulations as it may deem necessary and proper regarding the management of its school affairs and the conduct and deportment of all persons during the time they are engaged in their duties to the District.
3. Delegation of Responsibility	The Assistant Superintendent shall develop procedures to assure that all volunteers adhere to the guidelines set forth in this policy.
4. Definitions	<p><b>Adult</b> is defined as an individual eighteen (18) years of age or older.</p> <p><b>Direct volunteer contact</b> is defined as the care, supervision, guidance or control of children and routine interaction with children.</p> <p><b>Person responsible for the child’s welfare</b> is defined as a person who provides permanent or temporary care, supervision, training, mental health diagnosis or treatment or control of a child in lieu of parental care, supervision and control.</p> <p><b>Program, activity or service</b> is defined as any of the following in which children participate and which is sponsored by a school or a public or private organization: (1) a youth camp or program; (2) a recreational camp or program; (3) a sports or athletic program; (4) a community or social outreach program; (5) an enrichment or educational program; (6) a troop, club or similar organization.</p> <p><b>Routine interaction</b> is defined as regular and repeated contact that is integral to a person's volunteer responsibilities.</p>

<p>5. Guidelines</p>	<p><b>School</b> is defined as a facility providing elementary, secondary or postsecondary educational services. The term includes the following: Any school of a school district.</p> <p><b>Volunteer</b> is defined as an adult individual who applies for or is holding an unpaid position as a volunteer with a school or a program, activity or service, as a person responsible for the child’s welfare or having direct volunteer contact with children.</p> <p><u>Position of Volunteer and General Responsibilities</u></p> <p>Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the School Board each school year. The district reserves the right to suspend or terminate the privilege to serve as a volunteer at any time, with or without cause.</p> <p>The role of volunteers is to assist, but not replace or assume the responsibilities or authority of School District staff. Volunteers shall not provide regular instruction or educational training to students enrolled in the School District. Volunteers may undertake activities in support and at the direction of the District staff, provided that such activities do not conflict with the requirements of this policy or the additional procedures established by the school within the School District on whose behalf volunteers provide services.</p> <p>Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the School District.</p> <p>Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance to students.</p> <p>Except as specifically authorized by the Board on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the School District. The volunteers shall not be permitted to transport students other than the volunteer’s own child/children by motor vehicle in support of any school program.</p> <p>Each volunteer shall keep strictly confidential all information he or she may learn about the students enrolled in the School District and each volunteer shall be required to read and sign the School District Confidentiality Statement.</p> <p>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. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history,</p>
----------------------	--

intelligence test scores, personality and interest test scores, 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 the teachers, administrators or schools within the School District. If volunteers have questions pertaining to the confidentiality of student information, they are encouraged to consult with a District administrator, athletic coach, extra-curricular activity advisor, and/or the School District's Policy Manual and Procedures Manual.

Volunteers will be required to submit to Raptor ID scans upon entering school buildings.

Certifications Required To Serve As Volunteer

Prior to serving as a volunteer, the volunteer shall be required to complete, submit for approval, and file in the District Personnel Office the following information: (1) a report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person; (2) a certification from the Department of Human Services as to whether the person is named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report; (3) and the results of a tuberculosis examination (i.e. Tine test), all in accordance with state law and regulations.

Prior to serving as a volunteer, a report of Federal criminal history record information shall also be required except that no such report will be required if (1) the position the volunteer is applying for is unpaid; (2) the volunteer has been a resident of Pennsylvania during the entirety of the previous 10-year period or if not a resident of Pennsylvania during the entirety of the previous 10-year period, the volunteer has received certification in a report of Federal criminal history record at any time since establishing residency in Pennsylvania and provides a copy of the certification to the District Personnel Office; and (3) the volunteer swears or affirms in writing that he or she is (a) not disqualified from service as a result of being named in the statewide database as the perpetrator of a founded or indicated report committed within the five-year period immediately preceding the application to be a volunteer; (b) not disqualified from service as a result of having been arrested or convicted of offenses that would prohibit employment under 23 Pa.C.S.A. §6344(c) or offenses similar in nature to those crimes listed in section 6344(c) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania; (c) not disqualified from service as a result of having been convicted of a felony offense under the Act of April 14, 1972 (P.L. 233, No.64), known as the Controlled Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding the application to

be a volunteer. PDE-6004 Arrest/Conviction Report and Certification Form may be adapted for use for the statement required herein.

Exception for Enrolled Students

If all of the following apply, an individual shall not be required to obtain the reports from the Pennsylvania State Police and the Department of Human Services or the federal criminal history record (if applicable): (i) The individual is currently enrolled in a school; (ii) the individual is not a person responsible for the child's welfare; (iii) the individual is volunteering for an event that occurs on school grounds; (iv) the event is sponsored by the school in which the individual is enrolled as a student; (v) the event is not for children who are in the care of a child-care service.

Disqualification of volunteer

The person responsible for the selection of volunteers shall make a determination of volunteer matters based on a review of the information required under 23 Pa. C. S. § 6344(b) prior to acceptance to service and must maintain a copy of the required information.

If the information obtained from the reports reveals that the volunteer is disqualified from service pursuant to 23 P.S. §6344(c) or 24 P.S. §1-111(e) or (f.1) - (which this Policy makes applicable to volunteers with respect to the offenses listed therein), the volunteer shall not be approved for service.

Any information listed on the Volunteer Application which is not accurate may be cause for disqualifying the Volunteer for service.

If in the future the volunteer is arrested or convicted for offenses under 23 Pa. C.S. § 6344(c) or 24 P.S. §1-111 that would prohibit the person from serving as a volunteer or is named as a perpetrator in a founded or indicated report of child abuse, the individual will provide written notice to the School District within 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 he or she is approved to serve as a volunteer. If applicable, this form also includes the individual's Cogent Systems Registration ID – enabling School District direct access to 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.

Renewal of Certifications, Effective Dates and Board Approval

Volunteers who obtained certifications required by this Policy prior to August 25, 2015, must obtain new certifications 60 months from the date of the person's most recent certification. If the current certifications are older than 60 months as of August 25, 2015, the new certifications must be obtained by August 25, 2016.

Volunteers without certifications must obtain the certifications required by this Policy no later than July 1, 2016.

The volunteer shall not begin to serve in the District until all required certifications, reports and other information referenced above are provided to the Personnel Office and the volunteer has been approved for service by the Board.

Board approval of a volunteer shall apply for an entire school year or a portion of a school year, and the approval must be renewed to serve as a volunteer in a future school year.

Fees and Waiver of Fees for Certifications and Other Information

For those volunteers required to obtain certifications under the Child Protective Services Law, the fees have been waived by the State for the state criminal history certification and the child abuse clearance certification provided that the certifications are not used for certain employment related positions or other laws requiring similar certifications. The certifications are provided at no charge only once every 57 months.

Volunteers will pay the fee for the TB testing and any other associated tests.

Certifications Used For Other Purpose

The District is prohibited from accepting a volunteer's certification that was obtained for volunteering purposes under Section 6344.2 (relating to volunteers having contact with children). A District employee seeking to volunteer may submit certifications obtained as an employee and that are in compliance with the Child Protective Services Law.

Volunteer as Mandatory Reporter

A volunteer shall make a report of suspected child abuse if the volunteer has reasonable cause to suspect that a child is a victim of child abuse and the volunteer is an integral part of a regularly scheduled program, activity or service and is a person responsible for the child's welfare or has direct contact with the children. Every volunteer should read School District Policy No. 806 (related to the duty to report child abuse).

<p>References</p>	<p>Child Protective Services Law 23 Pa. C.S.A. 6301 et. seq. Child Protective Services Law 23 Pa. C.S.A. 6344 Child Protective Services Law 23 Pa. C.S.A. 6344(b) Child Protective Services Law 23 Pa. C.S.A. 6344(c) Child Protective Services Law 23 Pa. C.S.A. 6344.2 Child Protective Services Law 23 Pa. C.S.A. 6344.3 School Code - 24 P.S. Sec. 1-111, 5-510 School District Board Policy No. 806</p>
-------------------	--