

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: March 14, 2006

REVISED: June 14, 2016

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| <p>1. Purpose</p> <p>2. Authority</p> <p>3. Definitions</p> | <p style="text-align: center;">916. VOLUNTEERS</p> <p>The Board recognizes that community volunteers can make valuable contributions to the educational, athletic, and extracurricular program. The use of community volunteers is endorsed and encouraged by the Board, subject to legal requirements and administrative procedures.</p> <p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.</p> <p>Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege conferred by the Board and administration. As such, any volunteer position may be eliminated at any time for any reason or no reason. Also, any volunteer may be removed from a volunteer position for any reason or no reason.</p> <p>Assistive Volunteer – any individual who voluntarily provides services to the school district, without compensation, and who: 1) works directly under the supervision and direction of a teacher or administrator employed by the district (therefore never has unsupervised contact with children); and 2) does not provide direct services to students, as defined as “the care, supervision, guidance or control of children or routine interaction with children.” Examples of assistive volunteers include, but are not limited to: homeroom parents/guardians, individuals who volunteer to assist in the planning or conducting of classroom celebrations, concert/performance ushers, and individuals, who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activities.</p> <p>Independent Volunteer/Coach – An adult individual in an uncompensated position with a program, activity or service who is individually responsible for the welfare of one or more children and has direct contact with children. Direct contact is defined as “the care, supervision, guidance or control of children or routine interaction with children.” Examples of independent volunteers include, but are not limited to: volunteer tutors, volunteer sports coaches and individuals who volunteer to provide</p> |
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| <p>4. Guidelines</p> <p>Pol. 216</p> | <p>counseling or health-related services to students. Classroom Visitor – A person who does not accept any supervisory roles while assisting the regular classroom teacher or school district personnel. (Policy 907).</p> <p>Student Volunteers age 18 or over – High school adult students assisting with school district programs and events are only required to submit Form PDE 6004 for clearance.</p> <p>The basic requirement for volunteer service shall be an interest in the educational program, an enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process.</p> <p>Volunteers shall not be asked to assume the professional responsibilities of school staff. Volunteers may provide assistance that is supportive when under the direction of a staff member, and with administrative permission.</p> <p>Volunteers may be utilized for the following purposes:</p> <ol style="list-style-type: none"> 1. Tutoring of students. 2. Counseling or health-related services 3. Supportive supervision of students. 4. Instructional materials preparation. 5. Clerical assistance. 6. In-classroom assistance for students with special needs. 7. Assisting athletic coaches. <p>Other utilization of volunteers shall require the principal's approval.</p> <p>No volunteer may assist in a school without having been screened and recommended by the principal.</p> <p>All volunteers shall be expected to adhere to all district rules and regulations, and Board policies, including those concerning confidentiality of student information.</p> |
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Qualifications for any position to be filled by a volunteer shall be determined by the principal or a designee.

Independent Volunteers/Coaches must provide the following to the human resource department:

1. A completed volunteer School Volunteer Disclosure Statement (Form 916) and the Emergency Information Sheet;
2. Negative tuberculosis test results;
3. A current (less than 5 years old) Act 34 (Criminal Background Check)\ Pennsylvania State Police Criminal Record Clearance.
4. A current (less than 5 years old) Act 151 (Child Abuse History) Pennsylvania Child Abuse History Clearance.

A current (less than 5 years old) Federal Bureau of Investigation Criminal History Clearance, which is not required if the volunteer has been a resident of PA for the entirety of the previous 10 years and completes a volunteer verification form; The cost to procure the State Police Criminal Record Check, the Child Abuse History Clearance Check, and the Federal Bureau of Investigation Criminal Background Check, shall be the responsibility of the volunteer candidate. The District will pay for the tuberculosis test if requested.

There is no cost to the volunteer for the State Police Criminal Record Check or the Child Abuse History Clearance. However, the cost to procure the Federal Bureau of Investigation Criminal Background Check shall be the responsibility of the volunteer candidate.

Volunteers who have applied for the Act 34/151/FBI clearances, as well as the TB test, and are awaiting the results of those applications, may be assigned to work within sight of a professional employee at all times, for up to 30 calendar days, providing they sign the "School Volunteer Disclosure Statement."

A volunteer will 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.

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| <p>4. Delegation of Responsibility</p> | <ol style="list-style-type: none"> 1. Professional staff in each building that use volunteers in any capacity will be responsible for orienting the volunteers to perform the specific duties associated with their assignments. 2. The building administrator or designee will assume general authority and responsibility over all volunteers serving at the site. 3. Volunteers will meet any standards that may be established by federal, state, or local government, 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 will adhere to all rules, regulations and administrative guidelines governing the conduct of the district's professional employees. 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 emergency. 5. The volunteer will sign the district's School Volunteer Disclosure Statement acknowledging the receipt and review of this policy. 6. A paid or unpaid individual who is an integral part of a regularly scheduled program, activity or services who accepts responsibility for a child is a <i>mandated reporter</i> of child abuse. <p>A district volunteer who has contact with a child through a regularly scheduled program, activity or service is required by law to report suspected child abuse pursuant to Policy 806.</p> <p><u>Exemptions</u></p> <p>Volunteers exempted from the mandated reporter training would include:</p> <ol style="list-style-type: none"> 1. Members of Booster and parent organizations that are exclusively involved in fundraising efforts that do not involve in-school work; and 2. Those who provide occasional (ex: one (1) day) special event support for students under the direct supervision of a professional staff member, in the presence of the teacher or other professional staff member at all times. <p><u>Transportation</u></p> <p>Volunteers who transport students in personal vehicles are not covered by insurance provided by the school district. Insurance coverage in this situation is through the volunteer's own insurance carrier. Prior to <i>any</i> volunteer assuming the responsibility of transporting a student, parent/guardian permission must be acquired</p> |
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| | <p>through school district processes. Such permission may not be garnered through mutual consent between volunteer and parent/guardian. If a parent/guardian does grant permission for such transportation arrangement through district processes, the volunteer will sign a school district form regarding the assumption of such risk.</p> <p><u>Insurance Coverage</u></p> <p>The District carries liability coverage which extends to volunteers while acting within the scope of their assigned duties on behalf of the district, subject to standard insurance policy limitations, except as stated above.</p> |
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