Policy Guide

POLICY NO. 916
VOLUNTEERS/CHAPERONES

Section 1
Purpose

The Board recognizes that community volunteers can make many valuable contributions to the District and its students. However, the Board also recognizes its obligation to use reasonable efforts to create a safe learning and teaching environment for students and staff members, and to protect District facilities and equipment. Thus, the Board endorses and encourages the use of volunteers in the operation of District programs, subject to legal requirements and administrative procedures.

Section 2
Definitions

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

Certifications – refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.

Direct contact – the care, supervision, guidance or control of children and routine interaction with children.
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**Routine interaction** – regular and repeated contact that is integral to a person’s volunteer responsibilities.

**Volunteer** – any adult individual who voluntarily provides services without receiving compensation from the District who does any of the following:

1. Is working under the supervision of and in direct contact or close proximity of a School District employee while performing his/her volunteer service.

2. Does not provide direct services to students or have unsupervised contact with students.

3. Is reasonably likely to have direct contact with students while performing his/her volunteer services with or without direct supervision of a School District employee.

4. Directly supervises or instructs students engaged in an activity or may, from time to time, be reasonably expected to have unsupervised contact with students.

**Chaperones** – adult individuals who accompany a school group on a school sponsored activity, who may assume supervisory responsibilities for some or all of the children in attendance.

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer/chaperone for purposes of this policy.

23 Pa. C.S.A. Sec. 6303

23 Pa. C.S.A. Sec. 6344.2

Pol. 907
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<th>Section 3</th>
<th><strong>Guidelines</strong></th>
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<td>Supervision of volunteers/chaperones shall be the responsibility of the building principal, classroom teacher, coach, or activity sponsor.</td>
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<td>All volunteers/chaperones shall follow the “visitors’ procedures” as established for the specific building in which the volunteer/chaperone will serve.</td>
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<td>1.</td>
<td>Any person wishing to serve as a volunteer/chaperone within the School District must be registered by the Personnel Office prior to participating as a volunteer/chaperone.</td>
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<td>2.</td>
<td>Each year, the Personnel Office shall maintain, and share with the Building Principals and Athletic Director, a roster of such registered volunteers/chaperones. Said roster shall be revised as needed, to add or delete names of registered volunteers/chaperones.</td>
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<td>3.</td>
<td>All volunteers and chaperones must submit clearances as of July 1, 2015. This is in compliance with Act 158 signed into law on October 22, 2015. The clearances will remain on file in the Personnel Office and will be good for the number of years as identified by the law.</td>
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<td>4.</td>
<td>All required clearances shall be provided in the form and manner prescribed by the law and must not be dated more than one (1) year prior to the date of the school’s approval of the volunteer/chaperone. The cost to procure the clearances shall be the responsibility of the volunteer and chaperone.</td>
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<td>5.</td>
<td>The responsibility to keep clearances updated rests upon the volunteer or chaperone.</td>
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**Certifications**

The following certifications are to be submitted to the Personnel Office by the individual being permitted to volunteer:

1. PA State Police Criminal History Certification
2. PA Child Abuse History Certification
3. Federal Criminal History Report or Affidavit if volunteer has lived in the Commonwealth of PA for at least the last 10 years.
4. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school’s grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.

**Confidentiality**

No volunteer/chaperone shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer/chaperone to fulfill his/her responsibilities. Volunteers/chaperones with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer/chaperone has questions about the confidentiality of student information, the volunteer should consult with the building principal.

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<th>Reference</th>
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<td>23 Pa. C.S.A.</td>
<td>Sec. 6344.2</td>
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<td>23 Pa. C.S.A.</td>
<td>Sec. 6344.4</td>
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Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.

Arrest Or Conviction Reporting Requirements

Volunteers/chaperones shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer/chaperone has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

The Superintendent or designee shall immediately require a volunteer/chaperone to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the volunteer/chaperone to disciplinary action up to and including denial of volunteer service and criminal prosecution.

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse, verbally or in writing, to the building principal or the Supervisor of Pupil Services who will guide the volunteer in the proper reporting procedures in accordance with applicable law, Board policy, and administrative regulations.

Acknowledgement

Each volunteer/chaperone shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.
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Section 4  Delegation of Responsibility

The Personnel Office, under the supervision of the Superintendent, will keep an updated log of volunteers/chaperones.

The Building Principals and Athletic Director are responsible for monitoring volunteer logs. One member from each volunteer organization will also be responsible to monitor the volunteer log and report any issues to the Building Principals and/or Athletic Director.

At the discretion of the Superintendent or designee, a volunteer's/chaperone’s service may be discontinued at any time.

References:

School Code – 24 P.S. Sec. 510, 1418


State Department of Health Regulations – 28 PA Code Sec. 23.44

Board Policy – 216, 806, 907