

CRAWFORD CENTRAL SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: August 25, 2014

REVISED: ~~June 22, 2015~~ June 27, 2016

<p>1. Purpose</p> <p>2. Definitions</p>	<p style="text-align: center;">916. VOLUNTEERS</p> <p>The Board recognizes that volunteers can make valuable contributions to the educational program. The use of volunteers is endorsed by the Board, subject to legal requirements, Board policy and administrative regulations. The Board also recognizes its responsibility to ensure the safety and welfare of students of the district.</p> <p>Adult – an individual, who is eighteen (18) years of age or older.</p> <p>Child – an individual who is under eighteen (18) years of age.</p> <p>Parent – a biological parent, adoptive parent or legal guardian.</p> <p>Perpetrator – an individual who has committed child abuse as defined in the Child Protective Services Law.</p> <p>Volunteer – an adult serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with one or more children.</p> <p>Direct contact with children –the care, supervision, guidance or control of one or more children or routine interaction with one or more children.</p> <p>Responsible for the welfare of one or more children –an adult providing permanent or temporary care, supervision, training, or control of a child in lieu of parental care, supervision or control, including direct or regular contact with a child or children through any program, activity or service sponsored by the School District or one of its schools.</p> <p>Visitor - an individual whose actions do not rise to the level of a volunteer. A visitor is an individual who poses no real threat to the safety of children because steps are taken within the school setting to ensure that a visitor has no direct contact with one or more children without supervision by an employee of the School District at all times and who is not responsible for the welfare of one or more children. The Board directs the Superintendent to institute procedures to ensure that visitors will have no direct contact with children without a school employee being present at all</p>
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<p>5.</p> <p>6.</p> <p>7.</p>	<p>perpetrator in a founded or indicated report of child abuse, and if in the future the volunteer applicant is arrested or convicted for any such offense or is named as a perpetrator, the volunteer applicant will provide written notice to the School 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. This form also includes the individual's Cogent Systems Registration ID, which enables the School District to have direct access to Federal Criminal History Reports.</p> <p>7. — Obtain a written statement from a physician, which assesses the health of the volunteer applicant. Also, obtain a written statement from a physician, which sets forth that a tuberculin skin test has been administered and indicates no evidence of active infectious tuberculosis (see Regulations from the Pennsylvania Advisory Health Board and the Public School Code of 1949, as amended for exceptions and further requirements).</p> <p>8. Be approved by the Board.</p> <p>No volunteer shall begin service as a volunteer until:</p> <p>a. the volunteer has complied with the above mandatory background check requirements;</p> <p>b. the School District has evaluated the results; and</p> <p>c. — the Board has formally approved the volunteer applicant to serve as a volunteer by appropriate Board Resolution.</p> <p>Volunteer applicants shall be able to obtain one (1) Act 34, Pennsylvania State Police Criminal Record Check and one (1) Act 151, Pennsylvania Child Abuse History Clearance free of charge every 57 months or they may pay the required fees for background check reports. If the volunteer is applying for the Act 114, FBI Fingerprint Clearance, they will be required to pay the required fees. Volunteers applicants and vVolunteers, who have the required certifications, must also provide new background check reports as set forth in this Policy within thirty-sixsixty (360) months from the date of the most recent background check reports of the same type.</p> <p>As set forth in the Employee/Volunteer Self-Reporting Commitment Form, all volunteers are required to provide written notice to the School District of arrests, convictions or being named in a report of child abuse, which notice will be on the PDE 6004 Form. if related to an arrest or conviction. A volunteer's failure to accurately report such arrests, convictions or being named in a report of child abuse</p>
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SC 111
Title 22
Sec. 8.1 et seq
23 Pa. C.S.A.
Sec. 6301 et seq

1. Professional staff in each building who use volunteers in any capacity shall be responsible for orienting the volunteers to perform the specific duties associated with their assignments.
2. The building principal or designee shall assume general authority and responsibility over all volunteers serving at the site.
3. Volunteers shall meet any standards that may be established by federal, state, or local governments, 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 shall adhere to all Board policies, district rules and administrative regulations.
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 an emergency.
5. Volunteers shall sign the district's Volunteer Disclosure Sheet acknowledging the receipt and review of this Policy.

~~5.6. The building principal shall sign the Volunteer Disclosure Sheet acknowledging that all required forms have been received, and reviewed, and approved.~~

The Superintendent shall develop administrative regulations to implement this policy.

References:

School Code – 24 P.S. Sec. 111, 510, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

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

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Crawford Central School District Volunteer Disclosure Sheet

In accordance with Policy **916**, all volunteers must have a disclosure sheet on file in the building where services are provided. Please complete the following information, and return it to the building in which you are volunteering for the building **principal's** signature.

Name: _____

Address: _____

Description of what you will be doing in the building: _____

Name of employee with whom you will be working: _____

Building Principal's Signature: _____

Date: _____

As a school volunteer, you may become aware of information about a student and **his/her** family, which is confidential. This can include grades, performance, skill levels, and other information shared in the classroom. It is imperative that this information remains strictly in the classroom.

I agree that confidentiality of student information is critical and shall protect such information should I become aware of it.

Volunteer Signature

Date

I have received and reviewed a copy of the Crawford Central School District School Volunteers Policy (Policy 916); I understand the procedures and responsibilities as a volunteer, and I agree to abide by them.

Volunteer Signature

Date

CRAWFORD CENTRAL SCHOOL DISTRICT

AFFIDAVIT FOR VOLUNTEERS

I, _____, do hereby swear or affirm that I have not been disqualified from employment or service pursuant to Section 6344(c) of the Child Protective Services Law or have not been convicted of an offense similar in nature to a crime listed in Section 6344(c) of the Child Protective Services Law 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, a foreign nation, or under a former law of the Commonwealth of Pennsylvania.

Signature of Applicant: _____

Date: _____

Sworn to and subscribed before me on this ____ day of _____, 20__.

Notary Public