

WEST PERRY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: September 12, 2011

REVISED: October 10, 2016

916. VOLUNTEERS	
1. Purpose	The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative regulations.
2. Definitions	<p>Non-Supervising Volunteer— any individual who voluntarily provides services to the school district, without compensation, and who:</p> <ol style="list-style-type: none"> 1) works directly under the supervision and direction of a teacher or administrator employed by the district; and 2) does not provide direct services to students or have unsupervised contact with students. <p><u>Non-Supervising Volunteer</u> must complete the West Perry School District Unpaid Volunteer Application for board approval.</p> <p>Supervising Volunteer—any individual who voluntarily provides services to the school district, without compensation and who:</p> <ol style="list-style-type: none"> 1) works under the general direction and supervision of a teacher or administrator employed by the district; and 2) provides direct services to students or may have from time to time a reasonable expectation to have supervised contact with students. <p><u>Supervising Volunteer</u> shall be referred to as volunteer in policy.</p>
3. Authority Pol. 800	<p>The Board authorizes the selection and use of parents, community members and others as volunteers to assist and supplement regular district staff.</p> <p>The Board shall approve the names of all volunteers. Volunteers must be approved annually. Board approval must be granted prior to the start date of the event.</p> <p>If time does not allow for Board approval, the Superintendent may give temporary approval until the next Board meeting.</p>
4. Delegation of Responsibility	The Superintendent shall have final approval of all volunteers.

5. Guidelines

The basic requirements of volunteer services shall be in the interest of the educational program, enjoyment in helping students, and a sincere belief that by volunteering, a contribution will be made to the learning process.

Volunteer Requirements

A new volunteer shall be required to provide the following. All certification/documents must be dated within 12 months of approval.

1. Complete the West Perry Volunteer Application
2. Submit the following clearances:
 - a. Act 34 – Pennsylvania Criminal History Certification
 - b. Act 115-Pennsylvania Child Abuse History Certification
 - c. Act 114-FBI Criminal History Certification or Affidavit
Section 6344.2 (b.1) permits an exception related to the federal background check. Prospective unpaid volunteers that have been a resident of Pennsylvania during the entirety of the previous ten-year period, may complete the West Perry School District Volunteer Affidavit, in lieu of the FBI Criminal History Certification

No individual will be approved to serve as a volunteer if the criminal history, child abuse history or FBI criminal history certification required by this policy for which an offense would preclude such individual from being employed.

Certifications shall be renewed, 1) continuous service, every five (5) years; 2) break in service, the volunteer will be required to submit updated certifications that are dated within 12 months of application.

3. Prior to approval, all volunteers shall undergo a tuberculosis examination. The cost of the examination will be the responsibility of the volunteer.

Code of Conduct

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under direction of a staff member or district employee.

Volunteers shall meet all standards which may be established by federal, state or local government, or by the Board or administration. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative regulations governing the conduct of the district's professional employees.

Volunteers will not be permitted to administer student discipline.

Volunteers will not be permitted to administer first aid, except in the case of an emergency.

Volunteers may not transport students in personal vehicles.

Volunteers, under the authorization of the extracurricular coach or instructor, may transport students in a district vehicle or private vehicle, provided two (2) or more students are being transported at one time.

Volunteers will not be alone with a student in a one-on-one situation at any time with the exception of extracurricular volunteers

The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer may be removed from a volunteer position for any reason.

Expectations

Volunteers are expected to:

- Sign in and wear an ID badge at all time
- Wear professional attire
- Show respect for all staff and students
- Share concerns regarding students with the school staff only

Administrator Guidelines

Each administrator who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments.

The administrator or designee shall assume general authority and responsibility over all volunteers serving within their control.

District Responsibility

In order to protect a volunteer's personal and confidential information, the District shall establish one primary location for certifications/documents submitted by the volunteer.

The district shall maintain a board approved list of volunteers.

Pol. 216

Confidentially

No volunteer shall be permitted to access, review, disclose or use student information.

	<p>Each volunteer shall keep strictly confidential all information he/she may learn during the course of performing services about the student enrolled in the school district.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1418</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 800</p>
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West Perry School District

Unpaid Volunteer Application

Contact Information

Name	
Street Address	
City, State, Zip Code	
Primary Phone	
Work Phone	
E-Mail Address	

Availability and Building (check all that apply)

During which hours are you available and in which building(s) would you like to volunteer?

	Elementary:	Secondary:
<input type="checkbox"/> Morning	<input type="checkbox"/> Blain	<input type="checkbox"/> Middle School
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Carroll	<input type="checkbox"/> High School
<input type="checkbox"/> Evening	<input type="checkbox"/> New Bloomfield	

Volunteer Interest (check all that apply)

Tell us in which areas you are interested in volunteering

<input type="checkbox"/> Athletic Coaches	<input type="checkbox"/> Trip - Band Chaperone
<input type="checkbox"/> Field Trips	<input type="checkbox"/> Trip - Travel - Chaperone
<input type="checkbox"/> Office Assistant	<input type="checkbox"/> Trip - Senior Trip - Chaperone
<input type="checkbox"/> Other: Please Specify _____	<input type="checkbox"/> Tutor

Additional Information

Have you ever volunteered in the West Perry School District before?

<input type="checkbox"/> Yes, please provide	Where: _____	When: _____
<input type="checkbox"/> No		

Do you have a child attending West Perry School District?

<input type="checkbox"/> Yes, please provide	School _____	Grade _____
<input type="checkbox"/> No		

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and that I have read the volunteer policy 916. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, Zip Code	
Primary Phone	
Work Phone	
E-Mail Address	

District Statement

It is the policy of West Perry School District to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Requests to serve as a volunteer must be approved annually.

Thank you for completing this application form and for your interest in volunteering with us.

For District Use Only

Teacher/Coach/Advisor	
Athletic Director	
Principal	
Superintendent	
School Board Approval	
Act34 Clearance	
Act 151 Clearance	
Act 115 Clearance	
TB test	
Mandated Reporter Training	

**West Perry School District
Unpaid Volunteer Affidavit**

(Submitted in Lieu of FBI Fingerprint Clearance – Act 114, pursuant to 23 Pa. Section 6344.2(b.1))

Name:	_____	Date:	_____
Address:	_____	Telephone:	_____
	_____	Position	_____
			(Classroom, Band, Athletics, etc.)

I, _____ (name) hereby attest that all information provided below is correct and current.

1. I hereby attest and understand that the volunteer position for which I am apply is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from _____ to current date of this application.
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, 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 the Commonwealth.
 - Chapter 25 (relating to criminal homicide)
 - Section 2702 (relating to aggravated assault).
 - Section 2709.1 (relating to stalking).
 - Section 2901 (relating to kidnapping).
 - Section 2902 (relating to unlawful restraint).
 - Section 3121 (relating to rape).
 - Section 3122.1 (relating to statutory sexual assault).
 - Section 3123 (relating to involuntary deviate sexual intercourse)
 - Section 3124.1 (relating to sexual assault).
 - Section 3125 (relating to aggravated indecent assault).
 - Section 3126 (relating to indecent assault)
 - Section 3127 (relating to indecent exposure).
 - Section 4302 (relating to incent)
 - Section 4303 (relating to concealing death of child).
 - Section 4304 (relating to endangering welfare of children).
 - Section 4305 (relating to dealing in infant children)
 - Any offense under section 5902 (b) (relating to prostitution and related offenses).
 - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
 - Section 6301 (relating to corruption of minors).
 - Section 6312 (relating to sexual abuse of children).
 - The attempt, solicitation, or conspiracy to commit any of the offenses set forth in this list.
 - 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 verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for services as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence or such arrest, conviction or notification or listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that false statements in this Affidavit will subject me to immediate termination of my services to West Perry School District. I further understand that my statements are subject to the penalties of 18 PA C.S. §4904 relating to unsworn falsification to authorizes, which provides that if I knowingly make false statements, can and will subject me to criminal penalties.

Sign by: _____

Date: _____

Attest/Witness: _____

Date: _____

Table A - Volunteer Level of Supervision-Certification Requirements

Classification	Non Supervising Volunteer	Supervising Volunteer Certification Required
Athletic Booster Club	x	
Athletic Coaches - Volunteer		x
Band Booster Club	x	
Dance - Volunteer	x	
Field Trips - Volunteer		x
Fundraiser Assistant	x	
Game Worker	x	
Office Assistants - Volunteer		x
Parent Helpers - Classroom	x	
Picture Day Assistant	x	
PTO Officers	x	
Trip - Band Volunteer		x
Trip - Travel Volunteer		x
Trip - Senior Trip Volunteer		x
Tutor - Volunteer		x