

RADNOR TOWNSHIP SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: JULY 28, 2009

REVISED: OCTOBER 27, 2015

REVIEWED: SEPTEMBER 16, 2013
(Policy Committee)

916. VOLUNTEERS	
<p>1. Scope and Authority</p> <p>Child Protective Services Law, 23 Pa. C.S. Ch. 63;</p> <p>2. Purpose</p> <p>3. Definitions</p> <p>23 Pa. C.S. § 6303</p>	<p>This policy applies to persons who volunteer to perform services for the Radnor Township School District.</p> <p>The purpose of this policy is to establish conditions for the school district's acceptance of volunteer services.</p> <p>A "volunteer" is an adult applying for or holding an unpaid position in the service of the District.</p> <p>"Direct volunteer contact with children" or "Direct volunteer contact" means the care, supervision, guidance or control of children and routine interaction with children.</p> <p>"Direct contact with children" means the care, supervision, guidance or control of children or routine interaction with children.</p> <p>"Routine interaction with children" means regular or repeated contact that is integral to a person's employment or volunteer responsibilities.</p> <p>"Person responsible for a/the child's welfare" means a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training, or control of a child in lieu of parental care, supervision, and control. This includes any person who has direct or regular contact with a child through any school-sponsored program, activity or service.</p> <p>"Immediate vicinity" means an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.</p> <p>"Program, activity or service" means any of the following in which children participate: youth camps or programs, recreational camps or programs, sports or athletic programs, community or social outreach programs, enrichment or educational programs, and troops, clubs, or similar organizations.</p> <p>"Tier I Volunteers" are those volunteers who will be responsible for a child's welfare or will have direct volunteer contact with children.</p>

<p>Policy 907</p> <p>4. Required Background Check & Reporting Requirements</p> <p>23 Pa.C.S. § 6344.2.</p>	<p>“Tier II Volunteers” are those volunteers who will not be responsible for a child’s welfare or have direct volunteer contact with children.</p> <p>“A “Guest/Visitor” means any person who is in the school building or on school property for a specific time or a specific event and who is not performing volunteer services. Every Guest/Visitor is to adhere to all District Policies regarding School Visitors.</p> <p><u>Requirement to Obtain Certifications</u></p> <p>Pursuant to Pennsylvania law, certain volunteers are required to obtain FBI, State Police, and Department of Human Services certifications, and will be required to renew those certifications every sixty (60) months.</p> <p>The District respects the privacy of volunteer applicants, and will hold all certification results in strict confidence to the extent permitted by law. There will be only limited personnel access approved by the Superintendent or his or her designee to certification files on a “need-to-know” basis.</p> <p><u>Tier I Volunteers</u></p> <p>Tier I Volunteers appointed before August 25, 2015 who do not have certifications already must obtain them no later than July 1, 2016. Current Tier I Volunteers with a current certification issued before August 25, 2015 must obtain the required certifications within sixty (60) months of their most recent certification, or if a current certification is older than sixty (60) months on August 25, 2015, no later than August 25, 2016. Tier I Volunteers appointed on or after August 25, 2015 must obtain certifications by July 1, 2016, except as otherwise provided by law or in this Policy.</p> <p>Notwithstanding anything to the contrary of this policy or the law, effective July 1, 2015, all volunteers who will be accompanying students on overnight trips will be required to have FBI, State Police, and Department of Human Services certifications prior to accompanying the students on the overnight trip.</p> <p>All Tier I Volunteers have an ongoing obligation to renew their certifications every sixty (60) months from the date of their oldest certification.</p> <p>If a Tier I Volunteer has been a resident of Pennsylvania for the entirety of the previous ten-year period and swears or affirms in writing that he or she is not disqualified from service and has not been convicted of a prohibited offense listed in existing law or a similar offense in a another jurisdiction, only the State Police and DHS certifications will be required. If a Tier I Volunteer is a resident of Pennsylvania but has not resided in Pennsylvania for the entirety of the previous ten-year period, that individual must obtain an FBI criminal history background check only once, and not at successive intervals until that individual has satisfied the ten-year continuous residency requirement in Pennsylvania.</p>
--	--

<p>24 P.S. § 1-111(e)(1)</p>	<p>Notwithstanding anything to the contrary of this policy or the law, in exchange for being given a District key fob and granted unsupervised access to District property, members of the District Board of School Directors must comply with the same requirements for Tier I volunteers for background checks and reporting requirements as volunteers who accompany students on overnight trips.</p> <p>Employers, administrators, supervisors or other persons responsible for the selection of volunteers may allow a Tier I Volunteer to serve on a provisional basis not to exceed a total of 30 days in a calendar year, if the volunteer is in compliance with the certification standards under the law of the jurisdiction in which he or she is domiciled. The non-resident volunteer must provide the employer, administrator, supervisor or other person responsible for selection of volunteers with documentation of certifications.</p> <p><u>Tier II Volunteers</u></p> <p>Tier II Volunteers do not need certifications.</p> <p><u>Reporting requirements for Tier I and Tier II volunteers</u></p> <p>All volunteers must report new arrests or convictions for any offense that would create a ban on employment or volunteer work with children, as set forth in the accompanying regulation, to an administrator in writing within 72 hours. If a person responsible for employment decisions or an administrator has a reasonable belief that any volunteer was arrested or convicted for an offense that would constitute grounds for denying employment or volunteer work with children, or was named as a perpetrator in a founded or indicated report of child abuse, or the volunteer has provided notice as required under the law, the employer or administrator must immediately require that individual to submit current FBI, State Police, and DHS certifications. If any volunteer does not disclose arrests or convictions as required, he or she will be terminated immediately from all services to the District.</p>
<p>5. Compliance with School District Policies, Procedures, Rules and Regulations</p>	<p>As a condition for the school district’s permission to perform volunteer services, a volunteer shall agree to comply with the school district’s policies, procedures, and rules, and all state and federal laws and regulations, while performing volunteer services. The volunteer’s agreement to comply with the school district’s policies, procedures, and rules, and all state and federal laws and regulations, while performing volunteer services shall be indicated on the volunteer’s Statement of Eligibility.</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, intelligence test scores, personality and interest</p>

	<p>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 and Regulation Manual.</p> <p>Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing services, about the students enrolled in the Radnor Township School District and will also be required to receive, read and sign the District Confidentiality Statement.</p>
<p>6. Administrative Procedures</p>	<p>The superintendent or his or her designee may develop administrative procedures to implement this policy. The Board directs the superintendent or his designee to develop administrative procedures to ensure that no parent or guardian will be excluded from participation as a volunteer solely due to the cost of obtaining the clearances required by this Policy.</p> <p>Cross references</p> <p><i>Policy 907 School Visitors</i> AR-806</p>