

Sylvan Heights Science Charter School

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: April 20, 2015

REVISED:

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 procedures.
2. Definitions Section 6344.2	<p>A volunteer is one who voluntarily offers a service to the school without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy.</p> <p>A volunteer having direct contact with children is an adult applying for/serving in an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children.</p> <p>Volunteers having direct contact with children are those who care for, supervise, guide and control children. This includes, but is not limited to, those who chaperone field trips and serve as classroom helpers, tutors or aides.</p>
3. Authority	The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school staff. The basic requirement of volunteer service shall be an 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.
4. Delegation of Responsibility	<p>The Principal/CAO or designee shall develop administrative guidelines to assure the proper support for the volunteer programs of the school.</p> <p>Appropriate portions of this policy statement shall be placed in the Parent-Student handbook and also posted at the reception area of the school.</p>
5. Guidelines	
SC 111, 1418 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	<p>Volunteers shall be required to submit / complete the following::</p> <ul style="list-style-type: none"> (1) A report of criminal history from the Pennsylvania State Police; (2) A Child Abuse History Clearance from the Department of Human Services; (3) Results of a TB test; and <p>In some circumstances, (4) A fingerprint-based federal criminal history (FBI Clearance) (See Exemption Section, below).</p> <p>If a volunteer is arrested for or convicted of an offense enumerated under Section 111</p>

<p>23 Pa. C.S.A 6344(c)</p>	<p>(e) or (f.1) of the School Code after commencement of volunteer service, the volunteer shall provide the Principal/CAO or designee with written notice not later than seventy-two (72) hours after such arrest or conviction.</p> <p>Volunteers having direct contact with children who have applied for the clearances as described above, 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 thirty (30) calendar days, providing they sign the “School Volunteer Disclosure Statement.” However, this does not apply to completion of the tuberculosis (TB) test.</p> <p>Exemption There are three parameters that a volunteer having direct contact with children must meet in order to be excused from the FBI Clearance requirement:</p> <ol style="list-style-type: none"> 1. The position the prospective volunteer is applying for is unpaid; 2. The prospective volunteer has been a resident of this Commonwealth during the entirety of the previous ten-year period; 3. The prospective volunteer swears or affirms in writing (on a form provided by this School) that he or she is not disqualified from service pursuant by reason of criminal history; such applicable crimes as listed in Section 6344(c) of the Child Protective Services Law, and in the Denial section. <p>Denial A volunteer applicant will be denied approval to volunteer where the Pennsylvania Department of Human Services has verified that the applicant is named in the Statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section. Convictions of the following offenses also preclude the applicant from volunteering: homicide, aggravated assault, stalking, kidnapping, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing death of a child, endangering welfare of children, dealing in infant children, prostitution and other related offenses, obscene and other sexual materials and performance, corruption of minors, sexual abuse of children, and the attempt, solicitation or conspiracy to do any of the above mentioned acts.</p> <p>General Following the completion of all required paperwork, a list of approved volunteer names will be maintained for school-wide use.</p> <p>Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member.</p> <p>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. Volunteers</p>
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<p>23 Pa. C.S.A 6344(c)</p>	<p>shall report all student disciplinary issues or concerns to the classroom teacher, instructional assistant, student activity advisor or building principal.</p> <p>The Principal/CAO shall be responsible for overseeing the training of volunteers to perform the specific duties associated with their assignments and shall assume general authority and responsibility over all volunteers serving at that site.</p> <p>Under no circumstances shall a volunteer be considered an employee of the School. A volunteer shall receive no wages from the School. The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason. In addition, any volunteer may be removed from a volunteer position for any reason.</p> <p>Transportation Volunteers shall not transport students in personal vehicles.</p> <p>Registration Procedures Upon furnishing proof of the TB test, by signing the School Volunteer Disclosure Statement, and while in the 30-day period awaiting results of the background checks, volunteers will receive a Volunteer Manual.</p> <p>Volunteers shall 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.</p> <p>In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the school's professional employees.</p> <p>Duty To Report Volunteers who have direct contact with children are mandated reporters under the Child Protective Services Act.</p> <p>Mandated reporters shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:</p> <ol style="list-style-type: none"> 1. The mandated reporter comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service. 2. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child. 3. A person makes a specific disclosure to a mandated reporter that an identifiable child is the victim of child abuse. 4. An individual fourteen (14) years of age or older makes a specific disclosure to a mandated reporter that s/he has committed child abuse.
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A child is not required to come before the mandated reporter in order for that individual to make a report of suspected child abuse.

The mandated reporter is not required to identify the person responsible for the child abuse to make a report of child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The School shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

Reporting Procedures

Mandated reporters who suspect child abuse shall immediately make either:

1. An oral report of suspected child abuse to the department via the Statewide toll-free telephone number, or
2. A written, electronic report to the department via the DHS Child Welfare Portal.

A person making an initial oral report of suspected child abuse must also submit a written report, which may be submitted electronically, within forty-eight (48) hours after the oral report, to the department or county agency. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the School with a written record of the report.

A mandated reporter who makes a report of suspected child abuse shall immediately, after making the initial report, notify the School Principal and if the initial report was made electronically, also provide the Principal with a copy of the report confirmation.

When necessary to preserve potential evidence of suspected child abuse, a mandated reporter may, after the initial report is made and in consultation with administration

and the school nurse, take or cause to be taken photographs of the child who is the subject of the report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child. Such photographs or medical summaries may be made available to law enforcement.

Training

All volunteers must :

1. Review the Department of Human Services Fact Sheet for Volunteers, found at www.KeepKidsSafe.Pa.Gov. Copies are available in the School Office upon request.
2. Sign a verification page acknowledging that they have received, read, understood and agree to abide by the CPSL and Department of Human Services Fact Sheet.

References:

School Code – 24 P.S. Sec. 111

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.