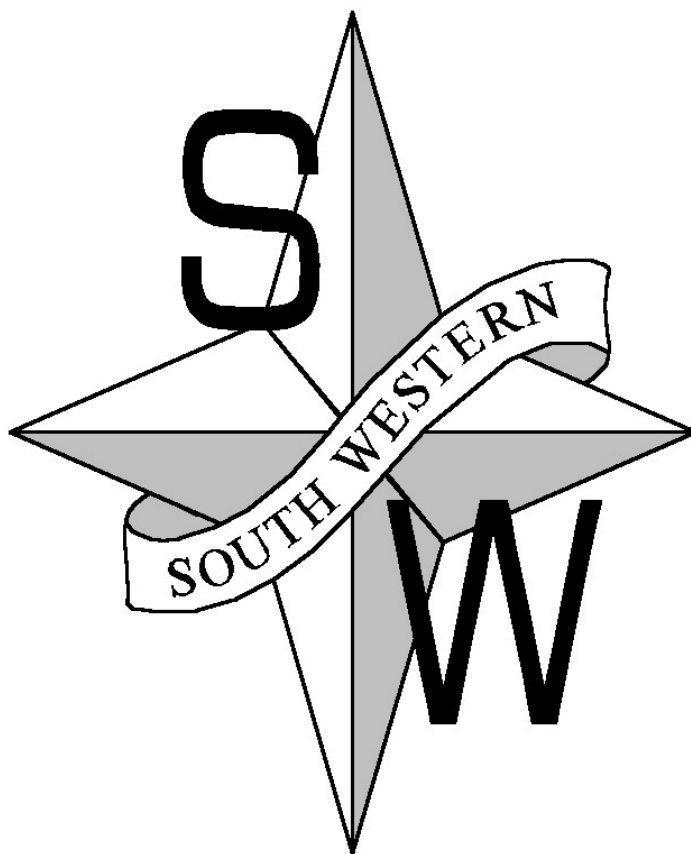


# South Western School District

## Volunteer Manual



*Learners have a voice and choice  
for self-directed, customized learning  
supported by a caring and progressive  
network of educators.*

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## **Getting Started**

Thank you for your interest in volunteering at the South Western School District. Volunteers are an integral part of the learning environment of our learners. Your support of the facilitators and staff is greatly appreciated as we all work together to provide the best possible educational experience for our greatest asset...the learners.

Volunteers are those who offer assistance or a service to the school district without receiving compensation and have direct contact with learners. (Direct contact with children is defined per the law as: **“The care, supervision, guidance or control of children and routine interaction with children.”**) The District makes the distinction between a volunteer and visitor on a case-by-case basis.

As a part of our ongoing efforts to ensure learner safety, all volunteers are required to complete a Volunteer Registration Form, a PDE-6004 Form (Act 24 of 2011), a Child Abuse Background Check, and a Pennsylvania Criminal Background Check. For anyone who has not lived in Pennsylvania for the last ten (10) consecutive years as an adult, you will be required to complete an FBI Federal Criminal History Clearance as well. Copies of all clearances and completed volunteer forms will be maintained at the administration office as confidential documents.

Volunteers are mandated reporters within the meaning of the Child Protective Services Law; all volunteers are required by law to immediately report instances of suspected child abuse. (*Please review School Board Policy 806 – Child/Student Abuse.*) Opportunities for classroom training are provided periodically throughout the year. You are encouraged to participate in the training, although it is not required. Volunteers may choose to complete free online training (found at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)). After completing a mandated reporter training course, please provide a copy of the certificate for our files.

*School Board Policy 916 – Volunteers* defines expectations and guidelines for volunteers. Please review and familiarize yourself with those guidelines as well as the information contained in this manual. If at any time during your service, you have a question or concern, please contact the building principal.

We sincerely appreciate your service to our learners. Our volunteers are one of our greatest assets.

## **Helpful How-Tos**

### **Basic Volunteer Procedures**

- Be sure to sign in and out of the building each time you visit to volunteer.
- Always wear your Photo ID Badge while volunteering.
- Be reliable. Call if you cannot keep a commitment to volunteer.
- Confidentiality is important. Remember that anything overheard concerning learners or staff should never leave the building.
- Keep in mind that you are here to support facilitators, not replace them. Please refer to the classroom facilitator for his/her preferred method of dealing with day-to-day situations.
- Remember – if you don't know, ask. We will be glad to help you.
- You are required to register each year to remain on the volunteer list.

### **Volunteering With Learners**

- A learner's name is very important. Make every effort to remember the names of the learners with whom you work.
- Be sure the learners know your name – establish in the beginning how they are to address you. Check with the classroom facilitator as to what is normally done in the school.
- Demonstrate your interest in the learners by asking them about their activities and listening.
- Help build learners' self-confidence by pointing out the improvement you see in their work, manner, etc. Even when helping to correct a learners' work or manner, try to start the conversation by discussing the positives.
- Discuss learner behavior and/or progress only with the facilitator.
- Make sure you always leave the learners on a positive and friendly note.
- Keep in mind that learners will model the behaviors they see adults displaying – whether the adult is a staff person or a volunteer.
- Common sense and cool heads are always the best in any situation.

### **Interaction With Learners**

The following are guidelines for interacting with learners:

- Avoid situations where you and a learner are completely unobserved.
- Physical violence (including rough grabbing and shaking) should never be used on a learner.
- Do not assist with a personal nature that learners can do for themselves.
- Do not leave a learner unsupervised.
- Do not initiate physical contact with a learner.
- If a learner seems distressed in any way or misunderstands/misinterprets something you have done, please report this to the facilitator as soon as possible.
- You are not responsible for disciplining learners; this is the job of the classroom facilitator.

## **Accident Reports**

Any accident involving a learner, employee or volunteer that occurs on school property must be reported to the school office. School office staff will provide appropriate accident report forms, which should be completed and returned to the office staff. Such forms are needed for the prevention of future accidents. Volunteers are not covered by Worker's Compensation.

## **Cell Phones**

Please have your cell phone ringer turned off while you are volunteering, allowing your cell phone calls to go voice mail. If for any reason you need to take an important phone call, please find a private location to take that call. **Never use your cell phone or any other device to take a picture of the children or anything in school.**

Upon your arrival on campus, your cell phone may connect to the Guest Network, which will allow you limited internet access. As a volunteer of the South Western School District, you must understand and abide by the Board approved network policies: *Policy 815 – Acceptable Use of Computer Network and the Internet; Policy 815.1 – Computer Hardware; Policy 815.2 – Computer Software; Policy 815.3 – Web Page; Policy 815.4 – Non-District Owned Electronic Devices; Policy 815.6 – District Owned Devices; and any/all other district policies.*

## **Complaints**

Any person believing that a volunteer should not be allowed to continue volunteering within the district must make a written and signed complaint to the building principal. The principal must inform the Superintendent of all such complaints received. The principal must investigate the complaint and make a report of his/her findings to the Superintendent. All complaints and investigation reports will be kept confidential.

## **Confidentiality**

To make sure that learners, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff.

**No matter how cute, funny or charming a classroom event may be, it is never okay to repeat stories about learners.** Similarly, as a volunteer you may hear things from staff or learners, which must not be repeated outside of the school. Generally speaking, what happens in school should stay in school.

Parents may be tempted to ask you about how their children behave in school, especially if you are friends outside of school. It is not acceptable to put volunteers in this awkward position. If parents have concerns, encourage them to talk to the facilitator or the principal.

If a learner tells you something that causes you concern or if you observe something that troubles you, tell the classroom facilitator or the principal right away.

As a volunteer, you may also come into contact with learner records, including educational, health and disciplinary records. Volunteers are not permitted to copy or remove learner records from the building. Any information that you read or observe in a learner record must be kept confidential and not disclosed to anyone outside the school.

## **Dress Code**

Although there is no official dress code for volunteers, please use discretion and good taste. Remember, a school is a professional environment and as a volunteer you set an example for the learners.

## **Drug/Substance Abuse Policy**

It is the intent of the Board of Directors of South Western School District to make a good faith effort to maintain an alcohol and drug-free school environment. See Board Policy 351 for more information (*available in the library or on-line*). The following policy applies to all employees and volunteers of South Western School District, whether full-time or part-time, during normal working hours and during official work assignments by the South Western School District. The policy applies whether or not the assigned work is carried out in areas under direct operational control of the School District.

It is the policy of South Western School District that manufacturing, dispensing, distribution, possession or use of alcohol or a controlled substance is prohibited in any workplace under operational control of the District, or at any time while working/volunteering for the South Western School District, even if between locations. It is also the policy of the South Western School District that performance of work assignments while under the influence of alcohol or a controlled substance is prohibited. Nothing in this policy should be construed as applying to prescribed medications.

Volunteers who violate the drug and alcohol policy will be terminated from volunteer service.

Definition: Controlled substance means a controlled substance in schedule I through V of section 202 of the Controlled Substance Act (21 U.S.S. 812), and further defined by regulations at 21 CFR 1300.11 through 1300.15.

## **Fire and Emergency Procedures**

In case of fire: In the event a fire starts in the building, use the following guidelines for reporting the fires:

1. If the fire is of a controllable nature (wastebasket or something that is very small in nature), use accessible means to douse it, (water, fire extinguisher, etc.), THEN notify the office and evacuate the area as a precaution.

2. If the fire is of major proportions, ring the emergency fire bell located nearest you.
  - a. Follow the direction of the staff liaison concerning fire drill evacuation rules and procedures.
  - b. Individuals with limited mobility (crutches, wheel chairs, etc.) are to be provided individual attention. If necessary, they are to be carried from the building. Ask for additional help if needed.
  - c. Building re-entry: Everyone must remain outside the building until notified by the authorities to re-enter.

In case of threat or other emergency: In the event of other emergencies, the District has established procedures to be followed by personnel. When a building evacuation is warranted, fire drill procedures should be followed.

General information: All school personnel must know the location of fire extinguishers and alarm boxes within the school building.

## **Harassment Policy**

The South Western School District is committed to providing a safe, positive environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. See Board Policy 348 for more information. Offensive or harassing behavior will not be tolerated against any person. This policy covers all District learners, staff members, contracted individuals, vendors and volunteers in the schools.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee and volunteer by publication of handbooks, orientation/training sessions and/or posting of notices/signs. No employee or volunteer of the School District is exempt from this policy.

Offensive conduct or harassment may include, but is not limited to:

- Offensive physical action, written or spoken language and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands or pressure for sexual favors.
- Slurs, jokes, posters, cartoons and gestures that are offensive.

- Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:
  - There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
  - Such conduct has the effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interferes with a person's work performance.
  - A third party is offended by the sexual conduct or communications of others.

Harassment is considered a form of employee/volunteer misconduct. Volunteers who engage in harassment will be terminated from volunteer service. Administrators or supervisory personnel are responsible for taking proper action to end such behavior. Any administrator, manager, or supervisor who has knowledge of such behavior, yet takes no action to end it, is also subject to disciplinary action.

Anyone who believes they have been harassed is encouraged to report promptly, orally and in writing, such incidents to the building principal. Complaints will be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Under no circumstances will an employee/volunteer be penalized for reporting what they believe to be harassment under this policy.

### **Smoking and Tobacco Policy**

In order to protect learners, staff and visitors from the safety and health hazards of smoking, and to promote a pleasant, smoke-free environment, the Board prohibits smoking by any person in school buildings, on school buses, and on school grounds, including personal vehicles on District property. This ban is in effect at all times and specifically includes the regular school program as well as co-curricular and community events held on school property.

### **Weather Emergency/School Closing**

If you are scheduled to volunteer on a day that school is closed, delayed or dismissed early due to weather, contact the facilitator and/or the school to reschedule your volunteer time accordingly.



## **Location of South Western School District Facilities**

South Western School District Administration  
225 Bowman Road  
Hanover, PA 17331  
717-632-2500

South Western High School  
200 Bowman Road  
Hanover, PA 17331  
717-633-4807

Emory H. Markle Intermediate School  
225 Bowman Road  
Hanover, PA 17331  
717-633-4840

Baresville Elementary School  
135 Sanford Avenue  
Hanover, PA 17331  
717-633-4870

Manheim Elementary School  
5778 Blooming Grove Road  
Glenville, PA 17329  
717-229-2930

Park Hills Elementary School  
137 West Granger Street  
Hanover, PA 17331  
717-633-4880

West Manheim Elementary School  
2000 Baltimore Pike  
Hanover, PA 17331  
717-633-4890

Office hours and a calendar of events for each building can be found on the District website ([www.swsd.k12.pa.us](http://www.swsd.k12.pa.us)).

# SOUTH WESTERN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CHILD/STUDENT ABUSE

ADOPTED: October 27, 2004

REVISED: October 14, 2015

<p><b>1. Authority</b> SC1205.6 18 Pa. C.S. Sec. 4304 23 Pa. C.S. Sec. 6301 et seq Pol. 333, 818</p> <p><b>2. Definitions</b></p> <p>23 Pa.C.S. § 6303</p> <p>23 Pa.C.S. § 6303</p>	<p style="text-align: center;">806. CHILD/STUDENT ABUSE</p> <p>The Board requires district employees, volunteers, and independent contractor employees to comply with identification and reporting requirements for possible child abuse as well as victimization of students. The Board directs the district, and independent contractors of the district, to provide their employees with training for recognition and reporting of child abuse as required by law.</p> <p>The following definitions are for purposes of this policy.</p> <p>Child – an individual enrolled in the school district.</p> <p><b>Child Abuse</b> - means intentionally, knowingly or recklessly doing any of the following:</p> <ol style="list-style-type: none"> <li>(1) Causing bodily injury to a child through any recent act or failure to act.</li> <li>(2) Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.</li> <li>(3) Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.</li> <li>(4) Causing sexual abuse or exploitation of a child through any act or failure to act.</li> <li>(5) Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.</li> <li>(6) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.</li> <li>(7) Causing serious physical neglect of a child.</li> <li>(8) Engaging in any of the following recent acts:             <ol style="list-style-type: none"> <li>(i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.</li> <li>(ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.</li> </ol> </li> </ol>
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- (iii) Forcefully shaking a child under one year of age.
- (iv) Forcefully slapping or otherwise striking a child under one year of age.
- (v) Interfering with the breathing of a child.
- (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring.
- (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:

(a) Is required to register as a Tier II or Tier III sexual offender under Megan's Law, where the victim of the sexual offense was under 18 years of age when the crime was committed.

(b) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (Megan's Law) or any of its predecessors.

(c) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (Megan's Law).

- (9) Causing the death of the child through any act or failure to act.

**Exclusions from Child Abuse** – No child shall be deemed to be physically or mentally abused where the abuse results from: environmental factors; practice of religious beliefs; use of force for supervision, control and safety purposes; participation in events that involve physical contact; and child-on-child contact in certain situations. Such exclusions shall not relieve the mandated reporter from the duty to report suspected child abuse; rather, the application of exclusions will be determined after report and investigation.

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Bodily Injury</b> - Impairment of physical condition or substantial pain.</p>
<p>SC 1205.6</p>	<p><b>Direct Contact with Children</b> - The care, supervision, guidance or control of children or routine interaction with children.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Independent Contractor</b> – An individual who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children. The term does not include an individual who has no direct contact with children.</p>
<p>23 Pa. C.S.A. 6303</p>	<p><b>Recent Act</b> - Any act committed within two years of the date of the report to the department of public welfare or county agency.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Person responsible for the child’s welfare</b> - 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. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit organization.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Program, activity or service</b> - a public or private educational, athletic or other pursuit in which children participate. The term includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. A youth camp or program.</li> <li>2. A recreational camp or program.</li> <li>3. A sports or athletic program.</li> <li>4. An outreach program.</li> <li>5. An enrichment program.</li> <li>6. A troop, club or similar organization.</li> </ol>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Perpetrator</b> - The term includes only the following:</p> <ol style="list-style-type: none"> <li>(i) A parent of the child;</li> <li>(ii) A spouse or former spouse of the child's parent;</li> <li>(iii) A paramour or former paramour of the child's parent;</li> <li>(iv) A person 14 years of age or older and responsible for the child's welfare;</li> <li>(v) An individual who is 14 years of age or older who resides in the same home as the child; or</li> <li>(vi) An individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.</li> </ol>

	<p>Only the following may be considered a perpetrator for failing to act:</p> <ul style="list-style-type: none"> <li>(i) A parent of the child;</li> <li>(ii) A spouse or former spouse of the child's parent;</li> <li>(iii) A paramour or former paramour of the child's parent;</li> <li>(iv) A person 18 years of age or older and responsible for the child's welfare; or</li> <li>(v) A person 18 years of age or older who resides in the same home as the child.</li> </ul> <p><b>23 Pa. C.S.A. Sec. 6303</b>      <b>Serious Bodily Injury</b> - Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.</p> <p><b>23 Pa. C.S.A. Sec. 6303</b>      <b>Serious Mental Injury</b> - A psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <p>(1) renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or (2) seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.</p> <p><b>23 Pa. C.S.A. Sec. 6303</b>      <b>Serious Physical Neglect</b> - Any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:</p> <p>(1) A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities; or (2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.</p> <p><b>23 Pa. C.S.A. Sec. 6303</b>      <b>Sexual Abuse or Exploitation</b> – Any of the following:</p> <p>(1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>(i) Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual;</li> <li>(ii) Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual;</li> </ul>
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<p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p><b>3. Delegation of Responsibility</b></p> <p>SC 111 23 Pa. C.S.A. Sec. 6344 Pol. 302, 304 305, 306</p> <p>23 Pa.C.S. §§ 6344; 6344.3; 6344.4. Pol. 309</p>	<p>(iii) Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual; or</p> <p>(iv) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.</p> <p>This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child’s age.</p> <p>(2) Any of the following offenses committed against a child: (i) Rape, (ii) Statutory sexual assault, (iii) Involuntary deviate sexual intercourse, (iv) Sexual assault, (v) Institutional sexual assault, (vi) Aggravated indecent assault, (vii) Indecent assault, (viii) Indecent exposure (ix) Incest, (x) Prostitution, (xi) Sexual abuse, or (xii) Unlawful contact with a minor, (xiii) Sexual exploitation.</p> <p><b>School Employee</b> – an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.</p> <p><b>Volunteer</b> - an adult individual in an unpaid position who is individually responsible for the child’s welfare or has direct volunteer contact with children. See Board Policy 916, Volunteers.</p> <p>In accordance with Board policy, the Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Require each applicant for employment to submit an official child abuse clearance statement and other criminal background checks as required by law, except for those applicants exempted by law.</li> <li>2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless: (1) the applicant is applying for a transfer from one position as a district employee to another position as a district employee, (2) the applicant has already obtained an official child abuse clearance statement, and (3) the applicant’s clearance statement and criminal background checks are still current.</li> </ol>
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<p>23 Pa. C.S.A. Sec. 6344.4</p>	<ol style="list-style-type: none"> <li>3. School employees shall be required to obtain child abuse clearance statements and other criminal background checks required by law every 60 months.</li> <li>4. Adult volunteers responsible for the welfare of a child or having direct volunteer contact with children shall obtain criminal background checks and child abuse clearance statements every 60 months. Certain volunteers may be exempt from the FBI fingerprint-based Federal Criminal History Record Information; see Policy 916, Volunteers, for additional information.</li> <li>5. The Superintendent or designee shall annually inform students, parent/guardians and staff regarding the contents of this Board policy. District staff shall annually receive notice of their responsibility for reporting child abuse and student abuse in accordance with Board policy and administrative regulations.</li> </ol>
<p><b>4. Guidelines</b></p> <p>SC 1205.6 Pol. 317.1, 333, 818</p> <p>24 P.S. Sec. 2070.1a et seq Pol. 317.1</p> <p>SC 1205.6</p>	<p><b>Training</b></p> <p>The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p> <ol style="list-style-type: none"> <li>1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.</li> <li>2. Provisions of the Professional Educator Discipline Act, including mandatory reporting requirements.</li> <li>3. District policy related to reporting of suspected abuse and sexual misconduct.</li> <li>4. Maintenance of professional and appropriate relationships with students.</li> </ol> <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p>

<b>CHILD ABUSE BY PERPETRATOR</b>	
<p>23 Pa. C.S. Sec. 6311, 6313</p>	<p><b>Duty To Report</b></p> <p>Individuals required to report suspected child abuse under this policy include but are not limited to: school administrator, school teacher, school counselor, school nurse, student teacher, volunteer, and independent contractor employee (collectively, “the mandated reporter”).</p> <p>The mandated reporter shall make a report of suspected child abuse when they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:</p> <ul style="list-style-type: none"> <li>(i) The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.</li> <li>(ii) The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.</li> <li>(iii) A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.</li> <li>(iv) An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.</li> </ul>
<p>23 Pa. C.S.A. Sec. 6311</p>	<p>Nothing in this section shall require a child to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. Nothing in this section shall require the mandated reporter to identify the person responsible for the child abuse to make a report of suspected child abuse.</p>
<p>23 Pa. C.S. Sec. 6311.1</p>	<p>Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not relieve the mandated reporter of the duty to make a report of suspected child abuse.</p>
<p>23 Pa. C.S. Sec. 6318</p>	<p>Any person required to report child abuse 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.</p>
<p>18 Pa. C.S. Sec. 4304</p>	<p>A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.</p>



<p>23 Pa. C.S. Sec. 6319</p>	<p>A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a felony of the first degree or misdemeanor of the second degree depending on the circumstances.</p>
<p>18 Pa. C.S.A. Sec. 4958</p>	<p>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.</p>
<p>23 Pa. C.S.A. Sec. 6320</p>	<p>The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.</p>
<p>23 Pa. C.S. Sec. 6313</p>	<p><b>Reporting Procedures</b></p> <p>Reports of child abuse shall immediately be made by the mandated reporter electronically or by telephone to the Childline Abuse Registry. If the initial report was made by telephone, the mandated reporter should follow up in writing (which may be submitted electronically) to the county Children and Youth Agency within forty-eight (48) hours after the oral report.</p> <p>The mandated reporter shall immediately notify the principal or designee after reporting suspected abuse.</p>
<p>23 Pa. C.S.A. Sec. 6305, 6311, 6313</p>	<p>A school employee, independent contractor or volunteer 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. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.</p>
<p>23 Pa. C.S.A. Sec. 6305, 6311, 6313</p>	<p>When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.</p>

<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 805.1</p>	<p>If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.</p>
<p>23 Pa. C.S. Sec. 6346</p>	<p><b>Investigation</b></p> <p>School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.</p>
<p>23 Pa. C.S. Sec. 6314</p>	<p>In consultation with the school nurse and principal, the mandated reporter may take or cause to be taken photographs of the child who is subject to a 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.</p>
<p>23 Pa. C.S.A. Sec. 6368</p>	<p>Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.</p>
	<p><b>References:</b></p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6          Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.          Department of Public Welfare Regulations – 55 PA Code Sec. 3490.1 et seq.          Endangering Welfare of Children – 18 Pa. C.S. Sec. 4304          Child Protective Services Law – 23 Pa. C.S. Sec. 6301 et seq.          Confidential Communications to School Personnel – 42 Pa. C.S. Sec. 5945          Registration of Sex Offenders – 42 Pa. C.S. Sec. 9795.1, 9795.4, 9798.1          Board Policy – 302, 304, 305, 306, 309, 317, 333, 818</p> <p>AR 806-1: Child/Student Abuse          AR 806-2: Report of Suspected Child Abuse          AR 806-3: Report of Suspected Student Abuse          AR 806-4: School Entity Mandatory Report          AR 806-5: School Entity Mandatory Report Form</p>

# SOUTH WESTERN SCHOOL DISTRICT

SECTION: COMMUNITY  
 TITLE: VOLUNTEERS  
 ADOPTED: October 27, 2004  
 REVISED: August 26, 2009  
 October 14, 2015

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Definitions 23 Pa. C.S.A. Sec. 6303 Sec. 6344.2</p> <p>PA Dept. of Human Services Volunteer FAQs 12/19/14</p>	<p style="text-align: center;">916. VOLUNTEERS</p> <p>The Board recognizes that community volunteers can make valuable contributions to the educational program. The District will involve volunteers as appropriate for the benefit of students and the District.</p> <p>Subject to various legal requirements, the Board is authorized to adopt reasonable rules regarding school affairs.</p> <p><b>Volunteer</b> – an adult individual serving in an unpaid position who is individually responsible for the welfare of children or has direct volunteer contact with children.</p> <p><b>Adult</b> – means an individual at least eighteen (18) years of age.</p> <p><b>Direct volunteer contact with children</b> – care, supervision, guidance, or control of one or more children and routine interaction with one or more children.</p> <p><b>Routine Interaction</b> – regular and repeated contact that is integral to a person’s volunteer responsibilities.</p> <p>As examples, and without limiting the category of individuals who may be considered volunteers, <b>Volunteer</b> includes: (i) any individual who serves as a Volunteer sport coach or otherwise assists and has contact with children in connection with production or conduct of a play, concert, or other curricular, co- curricular, or extracurricular activity; (ii) an individual who serves as a daily, weekly, or other periodic scheduled classroom assistant.</p> <p><b>Visitor</b> – an individual whose actions do not rise to the level of a volunteer. As examples, and without limiting the category of individuals who may be considered visitors, <b>Visitor</b> includes: (i) a parent, close relative, or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, or meet with, a student who is the individual’s child or other close relative or for whom the individual is the</p>
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<p>4. Guidelines SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>22 Pa. Code Sec 8.1 et seq</p> <p>SC 111</p> <p>23 Pa. C.S.A. Sec. 6344</p> <p>Pol. 806, 916</p>	<p>guardian; (ii) an individual who attends a sports event or other extracurricular activity; or (iii) an individual who is a career day or other similar speaker or participant visiting to share information with students under supervision of a school employee.</p> <p><b>Volunteer sport coach or activity advisor</b> – any unpaid individual who regularly assists a paid coach or advisor in a sport or other extra-curricular activity. Volunteer coaches or advisors may work directly with students on activities and techniques. A volunteer sport coach or advisor may be asked to assume responsibilities of a paid coach or advisor in an emergency situation.</p> <p><b><u>Background Checks</u></b></p> <p>Starting July 1, 2015, all volunteers are required to submit the following background check and related documents and information to the District Office and receive Board approval prior to providing volunteer services:</p> <ul style="list-style-type: none"> <li>• <b>Volunteer Application</b></li> <li>• <b>PA State Police Criminal History Report</b>– dated no more than one year prior to the application date.</li> <li>• <b>PA Department of Human Services Child Abuse Report</b> – dated no more than one year prior to the application date</li> <li>• <b>Federal Criminal History Report (unless exempt)</b> – dated no more than one year prior to the application date. Some volunteers must also complete the FBI fingerprint-based Federal Criminal History Report unless an exemption applies. The law includes two limited exceptions which, if applicable, will exempt a volunteer from the FBI clearance: (1) the volunteer has continuously resided in Pennsylvania for the previous 10 years, or (2) if not a resident of Pennsylvania during the entirety of the 10 year period, the volunteer has received an FBI clearance at any time since establishing residency in Pennsylvania and provides a copy of the FBI clearance. To receive the exemption, the volunteer must complete and submit the appropriate form.</li> <li>• <b>PDE-6004 Arrest/Conviction Report and Certification Form</b> – dated as of application date – This is a written statement that the individual has never been arrested or convicted of certain crimes specified in 24 P.S. § 1-111.</li> <li>• <b>Volunteer Acknowledgement of Policy No. 916/Volunteers and Policy No. 806/Child Abuse</b> – dated as of application date – This is a written statement that the individual has read, understands, and agrees to comply with these policies.</li> </ul>
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<p>PDE Website – Background Checks</p> <p>23 Pa. C.S.A. Sec. 6344.4</p> <p>23 Pa. C.S.A. Sec. 6344.3</p> <p>Pol. 806</p>	<p>No volunteer shall begin service until: (1) the volunteer has complied with the above mandatory background check requirements; (2) the District has evaluated the results; and (3) the start of services has been approved by the Board, or the Superintendent, or Superintendent designee.</p> <p><b><u>Obtaining Background Check Reports</u></b></p> <p>The Superintendent or designee shall develop an administrative regulation outlining the process and party responsible for the costs of obtaining volunteer clearances.</p> <p><b><u>Background Check Updates</u></b></p> <p>Volunteers must provide new background check reports as set forth above within sixty (60) months from the date of the most recent background check report of the same type. The cost of criminal background clearances will be the responsibility of the volunteer. Volunteers who fail to maintain updated clearances will be terminated from service.</p> <p><b><u>Volunteer Self-Reporting</u></b></p> <p>As stated on the <b>Volunteer Disclosure Sheet</b>, all volunteers are required to provide written notice to the District of arrests, convictions, or naming in a report of child abuse, which notice will be on the PDE-6004 Form if related to an arrest or conviction. Failure to accurately report such arrests, convictions, or naming within seventy-two (72) hours may subject the individual to criminal prosecution.</p> <p><b><u>School Board Approval/Termination of Services</u></b></p> <p>The names of all volunteers shall be submitted to the Board for approval. No volunteer shall begin a volunteer position until approved by the Board. The Board, Superintendent or designee may terminate the services of a volunteer at any time in his, her, or their sole discretion, with or without cause.</p> <p><b><u>Child Abuse Reporting</u></b></p> <p>Volunteers are mandated reporters of child abuse under the Child Protective Services Law. Every volunteer should familiarize himself/herself with district Policy No. 806 (Child Abuse). Volunteers are encouraged to review the helpful website, <a href="http://keepkidssafe.pa.gov/">http://keepkidssafe.pa.gov/</a>, for additional information about child abuse reporting.</p> <p>A volunteer is required to report pursuant to Policy No. 806 if the volunteer has reasonable cause to suspect a child is a victim of child abuse.</p>
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<p>Pol. 216</p>	<p><b><u>Volunteer Role</u></b></p> <p>A volunteer may work with students by assisting in classroom activities, curriculum- related activities, and extracurricular activities during the school day and after regular school hours – with duties or activities as determined by the school employee who approves the start of volunteer services.</p> <p>The role of a volunteer is to assist. Volunteers may not assume instruction responsibilities of school employees, but will work under the direction of school employees, providing help in supportive or enriching activities. Volunteers will not administer tests to students.</p> <p>Except in an emergency situation, volunteers will not be involved in student discipline or administration of first aid.</p> <p>Except as authorized in advance by the appropriate administrator, and in compliance with district policies for vehicle use, volunteers are not permitted to operate a motor vehicle owned by or under the control of the District, or to transport a student to or from a school sponsored activity in a privately owned motor vehicle other than a student to whom the volunteer is the student’s parent, stepparent, foster parent, legal guardian, or close family relative (sibling, grandparent, aunt or uncle).</p> <p>Volunteers shall follow all applicable administrative procedures established pursuant to this policy and all other rules, regulations, procedures, and administrative guidelines concerning the conduct of the district professional and paraprofessional staff. However, such rules, regulations, and procedures and guidelines shall not be deemed to expand the responsibility or authority of volunteers as set forth in this policy.</p> <p>Volunteers shall be issued a district volunteer identification badge which identifies the holder as an approved volunteer and will be required to wear and display such identification badge at all times while providing services to the district.</p> <p><b><u>Confidentiality of Student Information</u></b></p> <p>Each volunteer shall keep strictly confidential all information the volunteer may learn about students during the course of performing volunteer services, and shall follow all requirements of the Family Education Rights and Privacy Act (FERPA). 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, unless knowledge of that student information is necessary for the volunteer to fulfill his or her responsibilities. Examples of such information include, but are not limited to: grades or other</p>
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<p>5. Delegation of Responsibility</p>	<p>measures of academic performance; class standing; standardized or other test scores; attendance records; discipline history; 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 school employees or the District. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.</p> <p><b><u>Volunteer Status</u></b></p> <p>A volunteer is not an employee or independent contractor of the District, and shall not receive any compensation for services. The position of volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the Superintendent, or designee. The District reserves the right to suspend or terminate the privilege to serve as a volunteer at any time, with or without cause.</p> <p>The Superintendent or designee, may expand the definition of Volunteer as stated above, and thereby require background checks and related steps from additional individuals in circumstances where it is determined such is appropriate for the protection of the safety of students. If any question arises as to whether an individual is a volunteer subject to the requirements of this policy, the question will be submitted to the Superintendent or designee, and the decision of the Superintendent or designee shall resolve the issue.</p> <p><b>References:</b></p> <p>School Code – 24 P.S. Sec. 111, 510          State Board of Education Regulations – 22 Pa. Code Sec. 8.1 et seq.          Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6          Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.          Board Policies – 216, 806, 916</p>
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