



# Harambee Institute of Science & Technology Charter School

Section	Community
Title	Volunteers
Date Issued	
Policy Number	
Date Revised	September 25, 2019

## **Definition**

The term Volunteers shall include any parent/caregiver of a Harambee Institute student or community members who volunteers on a full-time basis, part-time basis, or periodically over an extended period (more than 30 days) at or for a school but is not an employee, contractor, or student of the charter school.

A volunteer shall include any non-employee that is engaged in activities that provides the unmonitored care, supervision, guidance or control of children. This includes but is not limited to field trip chaperones.

## **School Responsibilities**

School Volunteers provide a valuable and much needed source of support for student success. It is important that schools provide the guidance and direction for this service to function smoothly. To this end, the CEO or their designee shall:

1. Appoint a designee to be assigned the responsibilities relating to volunteers.
2. Ensure that the required background checks have been submitted and copies are retained on file in the school.
3. Provide a sign-in/out register in a designated area.
4. Determine how, when and where volunteers are assigned.
5. Ensure that volunteers are trained and monitored for successfully completing the assigned tasks.

## **Requirements**

1. Prior to approval, all position volunteers shall submit the following information:
  - a. Pennsylvania State Criminal History Record; **AND**
  - b. Child Abuse Report; **AND**
  - c. Volunteer Affidavit;
    - i. If a Pennsylvania resident for the last ten (10) consecutive years, a signed disclaimer is required, affirming that the applicant has no charges in other states

that would prohibit selection as a volunteer.

- ii. If not a Pennsylvania resident for the last ten (10) consecutive years and the applicant has received certification at any school district or child serving agency since residency was established, the candidate must provide a copy of the certification received since residency was established;

**OR**

- d. FBI Criminal Background Check (fingerprint check) is required for federal criminal history records (\$27.50) if 3(a) and 3(b) does not apply.
2. Once submitted, Harambee Institute shall within fifteen (15) days provide a written letter of approval for any volunteers to be assigned within the school for a specific term.
  3. Upon approval, volunteers shall be placed on the list of approved volunteers.
  4. Approval shall be required prior to beginning service as a volunteer.
  5. Clearance to serve as a volunteer is valid for a period of two years.

**Guidelines**

1. Volunteers shall sign-in/out on the volunteer register each time they come to school to do volunteer work.
2. Volunteers can provide service to schools in a multitude of ways including working directly with students.
3. Volunteers who are assigned to work with students should do so under the supervision of teachers or administrators. Volunteers are not to be assigned to work with students in isolation of supervision.
4. Volunteers can work inside the classroom, in close proximity of the classroom (i.e. within visual or hearing contact), in the library, cafeteria, etc.
5. Volunteers are not instructors. They can listen to children read, quiz students with flash cards, review lists of words or math facts, and similar activities. Additionally, they can help students with projects, reviewing homework, and similar tasks.
6. Schools may opt to have volunteers assisting in other ways at school
  - a. No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities.
  - b. Volunteers must honor all applicable privacy laws and regulations.
7. Volunteers do not assume the professional responsibilities of school staff.
8. Volunteers should honor that safety is a top priority for students.
9. All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law and Board policy on Mandated Child Abuse Reporting.

10. Volunteers shall report to the CEO or their designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.
  - a. The CEO or their designee shall immediately require the volunteer to submit new certifications if they have a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.
  - b. Failure to accurately report such occurrences may subject the volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.