

# **TREDYFFRIN/EASTTOWN SCHOOL DISTRICT POLICIES AND ADMINISTRATIVE REGULATIONS**

## **FOR**

### **PARENT AND COMMUNITY VOLUNTEERS**

Volunteers play an important role in the quality of life in all Tredyffrin-Easttown schools. The assistance and support they offer to staff and students is invaluable and their contributions are part of what make our school communities special. The following school board policies and administrative regulations will assist you in serving in this unique function. **Offering to volunteer in any District school assumes compliance with all District policies and regulations that apply to District Volunteers.**

Concerns or questions about policies and regulations should be referred to the Coordinator of Community and Volunteer Services at 610-640-1913.

NOTE: All policies are subject to revision. Please check the TESD website ([tesd.net](http://tesd.net)) or call 610-240-1900 for more information.

## **POLICIES AND REGULATIONS**

### **Volunteers P1300**

The District appreciates the efforts of parents and community volunteers. Volunteer activities will occur only as requested by the teacher or supervisor, and will be under the direction of the teacher or supervisor at all times. The District Volunteer Coordinator will coordinate the recruitment, selection, and oversight of District volunteers.

No volunteer may use any confidential information obtained by virtue of his/her volunteer service.

The Superintendent shall promulgate guidelines implementing this Policy, which shall require all volunteers to:

1. maintain the privacy of confidential student information; and
2. respect the authority of the teacher or supervisor overseeing the volunteers.

In addition, the Superintendent shall promulgate guidelines implementing this Policy, which shall require volunteers responsible for the welfare of children or having direct contact with children to:

1. provide all criminal and child abuse clearances required by law as set forth in the accompanying administrative regulation. Only those volunteers deemed acceptable to the Superintendent or his or her designee shall be appointed; and
2. report all incidents of suspected child abuse in accordance with law.

### **Volunteers R1300**

## **Definitions**

A "Volunteer" is an adult (individual who is 18 years or older) applying for or holding an unpaid position in the service of the District. Depending on the type of service provided, volunteers are designated as either "Tier I" or "Tier II" as described below. This definition does not include volunteers for outside groups, such as Parent-Teacher Organizations and Booster Clubs, unless the person is directly acting in the service of the District in relation to a District program, activity, or service.

"Direct volunteer contact with children" or "Direct volunteer contact" means the care, supervision, guidance or control of children and routine interaction with children by a volunteer.

"Routine interaction with children" means regular or repeated contact that is integral to a person's employment or volunteer responsibilities.

"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.

"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.

"Tier I Volunteers" are those volunteers who will either be responsible for a child's welfare or will have direct volunteer contact with children.

"Tier II Volunteers" are those volunteers who will not be responsible for a child's welfare and also not have direct volunteer contact with children.

"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.

## **Requirement to Obtain Certifications**

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.

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.

### **Tier I Volunteers**

Tier I Volunteers appointed before August 25, 2015 who do not have certifications already must obtain them no later than July 1, 2016. Tier 1 Volunteers must obtain and submit certifications to the District Volunteer Coordinator prior to being approved to serve as a volunteer. 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.

All Tier I Volunteers have an ongoing obligation to renew their certifications every sixty (60) months from the date of their oldest certification.

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 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.

#### **Non-Resident Volunteers:**

Employers, administrators, supervisors or other persons responsible for the selection of volunteers may allow a Tier I Volunteer from another state 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 (i.e. state) 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.

### **Tier II Volunteers**

Tier II Volunteers do not need certifications.

**For a full explanation of volunteer certification requirements, please visit the TESD website ([tesd.net](http://tesd.net)).**

### **Arrest and Conviction Reporting Requirements for Volunteers**

All volunteers must report new arrests or convictions for any offense that would create a ban on employment or volunteer work with children 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.

### **Other Guidelines**

The District reserves the right to exclude any volunteer based on an offense that would disqualify an employee from obtaining employment with the District.

All volunteers will be expected to follow these guidelines:

1. Respect the authority of the teacher or supervisor as the decision maker and as the person responsible for the instructional program, all classroom activities, and the well-being of all children in the classroom or school. Teachers or supervisors bear the ultimate responsibility for the welfare of students during school activities. When working with students or chaperoning field trips or school activities, parent volunteers must report all incidents of inappropriate behavior or situations in which students might be in danger to the teacher or supervisor in charge of the activity.
2. Respect the privacy and anonymity of each child by maintaining the confidentiality of information regarding students. Information regarding student classroom performance and/or behavior and information contained in student records must be shared only with District employees with an "educational need to know" the information. Information from student records is regulated by the Family Educational Rights Privacy Act.
3. Maintain a professional relationship with students. When issues of a personal or confidential nature are raised by students, volunteers must refrain from imposing their own opinions on students regarding matters of a personal nature.
4. Courteously inform your supervising teacher or supervisor if unable to attend volunteer activity and document attendance as requested by supervising teacher or supervisor.

Tier I Volunteers are expected to be familiar with District policies and receive any training provided by the District for volunteers. In particular, Tier I Volunteers are expected to comply with the following:

1. District policies and administrative regulations regarding child abuse identification and reporting. See Appendix A to Regulation 5436.
2. District policies and administrative regulations regarding the prohibition of discrimination within the District.
3. District policies and administrative regulations regarding unlawful harassment.
4. District policies and administrative regulations regarding student accidents.
5. District policies and administrative regulations regarding student hazing.
6. District policies and administrative regulations regarding student discipline.
7. District policies and administrative regulations regarding drugs, alcohol and tobacco.
8. District policies and administrative regulations regarding the accommodation of special needs students in 22 Pennsylvania Code Chapter 14.

## **Code of Civility (General Public) P1305**

This Policy is designed to promote civility - an environment in which all members of the school community will be treated with respect and expect the same in return. The District is committed to civility through education, training, and discipline when necessary. The District does not intend this Policy to deprive any person of his or her right to appropriate self-expression. Rather, it seeks to maintain, to the extent possible and reasonable, an environment in which people can feel safe and secure.

The District expects all members of the general public to be role models of civility while on District property or while attending or participating in a District-sponsored event.

It is the District's position that rude, disrespectful, abusive, or intolerant behavior erodes education. Such behavior shall be addressed when it occurs.

All members of the general public are expected to communicate with each other and with District employees, students, volunteers and Board members in an atmosphere of civility and mutual respect.

The Superintendent shall:

1. establish procedures to address complaints of individuals who believe they have been treated in an uncivil and/or disrespectful manner;
2. establish procedures to address failure of individuals to adhere to this Policy; and
3. publicize the contents of this Policy and the behavioral expectations it sets forth to the school community.

## **Code of Civility (General Public) R 1305**

### **Purpose**

This Regulation implements Board Policy No. 1305("Code of Civility (General Public)") by:

- Defining "incivility" in the context of Policy No. 1305;
- Identifying strategies for dealing with incivility when it arises in the school setting; and,
- Establishing a complaint procedure to address complaints of individuals who believe they have been treated in an unprofessional and disrespectful manner

### **Definition and Examples of Incivility**

"Incivility," when used in this Regulation, means the following:

- rude, abusive or intolerant behavior in any type of school setting when such behavior may tend to erode education or diminish an atmosphere of professionalism or mutual respect; and/or,
- use of offensive or obscene language in person, voice-mail, written correspondence, e-mail or any other form of communication; and/or,
- threatening or belligerent conduct that in any way interferes or threatens to interfere with the orderly operations of the District or places another person in fear of imminent physical harm.
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### **Strategies for Addressing Incivility When It Occurs**

1. If a participant in a meeting becomes verbally abusive, the District employee responsible for chairing the meeting, on their own initiative or at the request of another meeting participant, should immediately ask the participant to stop and let them know that if the participant does not stop that the meeting will be terminated. If necessary, the meeting chair should request a five minute break to allow everyone to regroup. If problems recur after the meeting is reconvened, the chair should consider ending the meeting and documenting the basis for the meeting termination.
2. If the District is under a timeline to conduct a meeting involving an uncivil participant, the District employee responsible for chairing the meeting should advise the participant that the meeting will be completed without him or her.
3. If at any time a staff member, student, parent or other individual threatens bodily harm or attempts to physically touch in a threatening and harmful manner any person on school property, the police must be notified.

#### Complaint and Resolution Procedures

1. Procedures

All complaints by or about members of the general public should be raised with the applicable building administrator or supervisor. If necessary, complaints should be reviewed through successive administrative levels in sequential order to the Superintendent and subsequently to the Board, where appropriate. Board members will be encouraged to advise complainants to first consult with the appropriate staff member or administrator and then, if necessary, to bring the problem to the attention of the Board through the administrative process. If any individual is alleged to be uncivil to a volunteer, the volunteer should seek the intervention of the principal or other administrator.

### **Visitors Entering District School Buildings R1310**

All visitors seeking entrance to the school buildings, including all volunteers, will be required to go to the designated building entrance door, push an intercom button, state their name and purpose of their visit to gain entry into the building. School District personnel at the school will check visually and verbally prior to granting the visitor access. Once inside the school building, all visitors must check in and sign in at the visitor's desk or office desk to receive a visitor's badge. If school personnel does not recognize the visitor, the visitor will be required to present photo identification. Their visitor badge must be worn at all times while in the school building. The visitor will return the visitor's badge to the visitor's desk and sign out prior to exiting the school building.

All staff members shall be responsible for requiring a visitor to display a visitor's pass. In cases when a visitor is not in possession of a visitor's badge, staff members will notify the principal's office. School personnel will then follow procedures for possible intruder alert.

### **Accident Reporting P1313**

The Board requires that all injuries of visitors occurring on school property shall be reported to the school nurse by the building administrator or designee. These, in turn, will be reported to the administration as soon as practicable.

### **Alcohol: Possession and Use (General Public) P1320**

No person shall possess, consume or dispense alcoholic beverages or be under the influence of alcohol within any of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The foregoing is a total ban on all alcoholic beverages in any District building, on any District property, in any District vehicle or during any District-sponsored activity and applies to all individuals. Violation of this Policy will result in penalties as provided in Regulation 1320.

"Under the influence" means noticeable impairment of ability to ambulate, converse, comprehend or perform motor tasks as a result of consumption of alcohol.

### **Alcohol: Possession and Use (General Public) R1320**

Members of the general public at large found in violation of Policy 1320 may be subject to penalties as permitted under applicable Pennsylvania law. Members of the general public at large who repeatedly violate Policy 1320 may have their access to District property restricted.

### **Tobacco, Smoking Products and Electronic Smoking Products: Use (General Public) P1330 and R 1330**

The use of tobacco by anyone is prohibited within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The foregoing is a total ban on all tobacco use in any District building, on any District property, in any District vehicle and/or during any District-sponsored activity. Members of the general public found in violation of Policy 1330 will be required to stop the prohibited activity and may also be asked to leave. Members of the general public found in violation of Policy 1330 may be subject to penalties as permitted under applicable Pennsylvania law.

For the purposes of this Policy and its accompanying regulation, "the use of tobacco" shall mean all uses of tobacco, including lighted or unlighted cigar, cigarette, pipe or other smoking product or material, smokeless tobacco in any form, and electronic smoking products. "Electronic smoking products" mean electronic products designed to deliver nicotine, flavor and/or other potentially harmful chemicals or are otherwise designed to simulate use of tobacco products.

### **Weapons: Possession and Use (General Public) P1340**

**The use, possession or transfer of weapons by persons on District property is prohibited, with the exception of weapons under the control of law enforcement personnel who are on official business in the District or unless the weapon has been approved by the building principal or supervising administrator for possession in conjunction with a lawful, supervised activity or course.**

For purposes of this Policy, District property means on District grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity.

For purposes of this Policy, the term 'weapon' shall be defined consistent with Act 167 of 1980 and shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury wielded with the intent to threaten or harm another person.

Appropriate legal action will be taken against any person who possesses an unapproved weapon, or who assists possession in any way. Persons possessing any unapproved weapon will be reported to the police.

Any weapon possessed on or about a person while on District property in violation of this Policy is subject to seizure and/or forfeiture.

### **Restrictions on Use of Electronic Devices (General Public) P1341**

Members of the general public may possess electronic devices including, but not limited to, cellular telephones, cameras and personal digital assistants with video/camera capabilities within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school



premises. The administration shall have the right to regulate the use of all electronic devices in addition to the following restrictions:

1. When appropriate, electronic devices must be turned off or set in silent mode.
2. Electronic devices may not be used to conduct any activities which violate state and/or federal law, Board Policy or school rules.
3. Electronic devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
4. Use of electronic devices with video/camera capabilities is strictly prohibited from restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.

Notwithstanding the rules set forth above, electronic devices may be used at any time to respond to or report an emergency situation.

Members of the general public found in violation of this Policy may be asked to relinquish their electronic devices and/or may be required to leave the school building or school-sponsored activity.

### **Additional Relevant Policies and Regulations**

District Volunteers are expected to be familiar with and comply with all District policies and regulations in TESD's website (tesd.net). Specifically, in addition to the foregoing, volunteers should comply with District policy relating to the following:

1. Volunteers are prohibited from engaging in any form of harassment based on race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion, as enumerated in P4330 and R4330.
2. Volunteers are expected to be familiar with and comply with the applicable federal and state law pertaining to students with a disability that attend District schools, as required by P5100 and R5100.
3. Volunteers are expected to comply with the guidelines relating to student records that are enumerated in P5225 and R5225.
4. Volunteers are expected to maintain a safe, positive and respectful environment for students and staff by complying with District policy regarding bullying (P5401 and R5401), hazing (P5421), and self-harming behavior (P5423).
5. Volunteers are prohibited from the unlawful manufacture, dispensing, distribution, possession or use of controlled substances, the possession of which is unlawful under federal or state law, as enumerated in P4300 and R4300.
6. Volunteers have a duty to report any detected evidence of student use of, distribution of, possession of, or being under the influence of any controlled substances, as provided in P5405 and R5405.

7. Volunteers are expected to comply with District procedures relating to students who suffer injuries at school or during school events, including students who suffer brain injuries or cardiac arrest, as required by P5422.
8. Volunteers who are mandated reporters must report cases of suspected child abuse as required by P5436 and by applicable law.
9. Volunteers are responsible for encouraging the equal participation of both sexes, qualified physically and mentally handicapped, and minority groups in all educational activities, programs, courses of study, awards and scholarships, as required by P6140 and P6141.
10. Volunteers are required to be familiar with and comply with the District policy regarding field trips, P6153 and R6153.