
**TROY AREA SCHOOL DISTRICT
VOLUNTEER MANUAL**

TROY AREA SCHOOL DISTRICT SPORT/SCHOOL ACTIVITY VOLUNTEER MANUAL

The Troy Area School District welcomes volunteer participation in our schools. There are many opportunities in our schools to volunteer and to actively participate in our educational program. We welcome you to our schools and thank you for your willingness to partner with us in providing an excellent educational program. Once a volunteer has been **approved** by the building Principal for specific volunteer activities the following will apply.

As of October 1, 2019, all volunteers must adhere to guidelines as described below. **IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS LISTED HAVE BEEN COMPLETED.** * Please note that the records will be maintained in a secured area in the Superintendents Office.

School District Employee

If you are currently an employee of the Troy Area School District, the only form you need to complete is the **Volunteer Acknowledgement**.

Non-School District Employee

If you are not an employee of the Troy Area School District you will need to complete the following items:

- 1. Volunteer Acknowledgement:** Volunteers must obtain all necessary signatures and return the document to the Business Office. Refer to page 3.
- 2. Volunteer Confidentiality Agreement:** Sign and return to the Business Office. Refer to page 4.
- 3. Pennsylvania Criminal History Clearance:** Refer to page 5.
- 4. Federal Criminal History and Fingerprinting:** Refer to page 6 .
- 5. Pennsylvania Child Abuse History Clearance:** Refer to page 7.
- 6. Reportable Offense Obligation:** Sign and return to the Business Office. Refer to page 8.
- 7. Maintaining Professional Adult/Student Boundaries –** Refer to page 9
- 8. Child Abuse Training (ACT 126):** Training is required for scheduled volunteers and is available online at www.reportabusepa.pitt.edu. Upon completion, participants will receive a certificate. A copy of the certificate must be submitted to the school's Superintendent's Office for verification.

When all of the application processes have been completed, all of your forms should be submitted to the **BUSINESS OFFICE**.

VOLUNTEER ACKNOWLEDGEMENT

TROY AREA SCHOOL DISTRICT

The undersigned hereby acknowledges that he/she is volunteering to perform services without compensation on behalf of the Troy Area School District and that he/she understands that in the event of any injury to the person or property of said volunteer not directly caused by the neglect of the Troy Area School District acting through its servants and employees, the Troy Area School District shall have no liability therefore under workers compensation laws, tort law, or any other law. Said volunteer also acknowledges his/her understanding that even as to personal or property damage suffered by said volunteer while in the service of the School District which is directly caused by the negligence of the School District, acting through its employees or servants, that the laws of the Commonwealth of Pennsylvania provide that the Troy Area School District is immune from liability for damages therefore subject to certain exceptions provided in said law and that even as to said exceptions, where the School District may be liable, the amount and nature of damages which may be claimed are expressly limited by said law.

In requiring the acknowledgment set forth above, the Troy Area School District does not intend to expand or limit its liability to said volunteer as currently provided under Pennsylvania law. The intent of the School District is simply to provide a clear, concise statement of existing law so that the volunteer may be fully apprised of his or her legal rights with regard to personal injury or property damage prior to volunteering his or her services.

As a volunteer, I agree to abide by the following TASD School Board policies:

- #248 – [Student Unlawful Harassment](#) -
- #348 – [Unlawful Harassment](#)
- #806 – [Child Abuse](#)
- #824 – [Maintaining Professional Adult/Student Boundaries](#)
- #915 – [Volunteers](#)

VOLUNTEER NAME (PRINT)

SCHOOL(s)

ADDRESS

SS#: _____

HOME TELEPHONE NUMBER

Emergency Contact Name & Number

VOLUNTEER SIGNATURE

DATE

VOLUNTEER CONFIDENTIALITY AGREEMENT

TROY AREA SCHOOL DISTRICT

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information, about a student or family, you will not repeat this information. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, three laws govern special education confidentiality. FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and Chapter 14 (Pennsylvania Special Education Guidelines). All three bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, building principal, or staff member. The volunteer should not carry any written or verbal statements outside of the school that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

As a volunteer:

- **I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.**
- **I will keep confidential matters private.**
- **I also understand that volunteering in the TASD program is a privilege and not a right.**
- **I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be reviewed and may result in the termination of my volunteer involvement with the school district; and may result in legal action.**
- **As a volunteer, I will work with the highest standards, committed to the idea that my work, will benefit students. I promise to take to my work an attitude of open-mindedness, willing to be trained, as well as interest and commitment.**

By signing this agreement, I am stating that I will not divulge information about any student or family to any person outside the school setting.

Volunteer Name (Print)

Volunteer Signature

Date

PA STATE POLICE CRIMINAL BACKGROUND CHECK

Act 15 of 2015 requires criminal background checks to be renewed every 60 months.

ELECTRONIC SUBMISSION

Pennsylvania Criminal History Record Checks can be processed instantly through an on-line application process. PA Access to the Criminal History (PATCH) is provided through the Internet at <https://epatch.state.pa.us/Home.jsp>. Follow the directions provided through PATCH, to obtain an instant copy of your Criminal History Record. This service is **FREE** for volunteers.

1. The State Police will return the Record Check ***directly to the applicant*** within one month. To check on the status, call **717-783-6211** or **1-877-371-5422**.

Once you receive your clearance, you must provide it to the District and a copy will be made for your file; the original is to be retained by the applicant.

(FBI) FEDERAL CRIMINAL HISTORY RECORD

Act 15 of 2015 requires background checks to be renewed every 60 months.

(Troy Area School District requires this of their volunteers that have not lived in PA for the previous 10 years.)

The fingerprint-based background check is a multiple-step process:

1. The applicant must register with www.identogo.com prior to going to the fingerprint site. Use the Service Code **1KG6ZJ** for volunteers as the fee is less. Registration by phone is also available at 1-844-321-2101, Monday through Friday, 8 AM – 6 PM. Once registered you can go to the site that you have selected to be fingerprinted. Once fingerprinted, notify the Superintendent's office of your **UEID** (Universal Enrollment Identification) number so that we may generate your fingerprint report for our files.

THE APPLICANT MUST PROVIDE THIS NUMBER TO THE SCHOOL DISTRICT to enable the School District to officially view the clearance information online. The District is able to access your FBI Clearance within 24-hours of your fingerprints being completed.

THE FBI FEDERAL CLEARANCE IS IN ADDITION TO THE PA STATE POLICE CLEARANCE AND THE CHILD ABUSE CLEARANCE IF YOU HAVE NOT LIVED IN PA FOR THE PREVIOUS (10) TEN YEARS.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Act 15 of 2015 requires criminal background checks to be renewed every 60 months.

ELECTRONIC SUBMISSION

Effective December 31, 2014, the Pennsylvania Child Abuse History Clearance application can be submitted online at <https://www.compass.state.pa.us/CWIS>. Once you enter the website you will be directed to the Child Welfare Portal where you must create an account or log-in if you already have an account (Note: you will need a valid email address to create an account). Creating an account and submitting your clearance application online will give you **immediate access to your results** or the status of your results if your results cannot be processed immediately.

Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address within 14 days. For questions related to the Form, please contact the ChildLine Verification Unit at **717-783-6211** or toll free at **1-877-371-5422**.

This service is **FREE** for volunteers.

Once you receive your clearance, you must provide it to the District and a copy will be made for your file. The original is to be retained by the applicant.

REPORTABLE OFFENSE OBLIGATION

TROY AREA SCHOOL DISTRICT

As required by statute, I fully understand that:

1. If I am arrested for or convicted of a Reportable Offense that is listed in Policy 915 or named as a perpetrator in a founded or indicated report I must provide written notification of the same to the District Superintendent's Office no later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the statewide database.
2. If the District has a reasonable belief that I was arrested or convicted of a Reportable Offense that is listed in Policy 915 or was named as a perpetrator in a founded or indicated report, the District can require me to update my clearances before being permitted to continue to volunteer in the District.
3. Willful failure to disclose this information is a misdemeanor in the third degree.
4. I must renew my clearances prior to the date of expiration.
5. In order to efficiently select volunteers for events requiring clearances throughout the District, my name only, will be listed on a District database of persons who have submitted clearances to be used for volunteer selection purposes only. Reports and information contained on the reports will remain confidential to the extent permitted by law.

Print Name

Signature

Date

E-Mail Address

This acknowledgement is being submitted to:

School Building Representative

Date of Receipt

Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824
Status	Active
Adopted	November 17, 2015

Authority

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[2]

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[3][4][5]

Electronic Communications -

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.[6]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.[5]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[2][8]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.[9][10]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[7][9][11][12][13][14][15][10][16][8]

It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.[5][17]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[18]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.