

MEMORANDUM

TO: Tredyffrin/Easttown School District Volunteers
FROM: Jeanne Braun, Coordinator of Community and Volunteer Services
DATE: September, 2018
RE: Guidance to District 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 makes our schools special. Offering to volunteer in any District school assumes your understanding and agreement with these Guidelines.

CONFIDENTIALITY:

Information you may see or hear can affect the lives and futures of individual students. Volunteers must respect the privacy of this information and maintain the same in strict confidence. This same standard of confidentiality applies to policy statements, school procedures and district reports.

RELATIONS WITH STUDENTS:

Volunteers are viewed by students and parents as representatives of the School Board and the School Administration, and are perceived by students as authority figures. When issues of a personal or controversial nature are raised by students, volunteers are placed in a difficult position. While working in a volunteer capacity in school or at school-related activities however, volunteers must refrain from debating, discussing or imposing their opinions on students on personal or controversial issues.

RESPONSIBILITY FOR STUDENTS:

Teachers 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 in charge of the activity.

ATTENDANCE:

School personnel depend upon and plan for the assistance of the volunteers on a regular basis. Volunteers are encouraged to notify the various personnel with whom they work as far in advance as possible if they are unable to help in their regular time slot.

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The information below is intended to provide guidance to District volunteers in responding to situations that might arise in the course of the volunteer's service to the District. **Volunteers should direct any questions or concerns they may have that are not addressed in this guidance to the teacher or supervisor in charge of the activity or the building principal.**

Situation: Inappropriate behavior on the part of one or more students. (i.e. profanity, failure to follow instructions or rules, conflicts between students, evidence of a student using, possessing, or being under the influence of tobacco, drugs, alcohol, or other controlled substances, etc.)

Appropriate Response: Report behavior to the teacher/supervisor in charge.

Situation: Reasonable belief that a student may be in danger. (i.e. missing child, self-harming behavior, allergic reaction, onset of illness/severe medical condition, etc.)

Appropriate Response: Report behavior to the school nurse or teacher/supervisor in charge. If the school nurse or the teacher/supervisor are not immediately available, **or** if the danger is or could be perceived to be imminent, contact 911.

Situation: Reasonable cause to suspect that a child is a victim of child abuse.

Appropriate Response: As a mandated reporter, make either an electronic or phone report of suspected abuse to ChildLine. See Board Policy and Administrative Regulation 5436 on the District's website for more information and additional responsibilities. The volunteer shall also promptly report the reasonable cause to believe that a child is the victim of child abuse to the teacher/supervisor in charge, but a report to ChildLine is still required of the volunteer.

Situation: Student accident/injury.

Appropriate Response: Report incident to the school nurse or teacher/supervisor in charge. If the school nurse and the teacher/supervisor are not immediately available and a child is in need or possibly in need of medical attention, contact 911.

Situation: Evidence of vandalism or other damage/destruction to District property.

Appropriate Response: Report behavior to the teacher/supervisor or the building principal.

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