



Book	Board Policy Manual
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Purpose

The Board recognizes and values the contributions made by parents/guardians and community volunteers to the district's educational, athletic and extracurricular programs.

Authority

The partnership of volunteers shall be endorsed by the Board, subject to the requirements and procedures stated in policy.

The Board authorizes the selection and use of parents/guardians, community members and others

as volunteers to assist and supplement regular district staff. The volunteer position is not a right, but rather a privilege conferred by the Board and the administration. All coach volunteers will be approved by the Board. Building administrators are responsible for the approval of all other volunteers. Any volunteer may be removed from a volunteer position at any time and/or for any reason.

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

The Board directs that all volunteers 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]

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[2]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[3]

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[4][5]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[3]

Person responsible for the child's welfare - 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.[3]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[3]

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy. Examples include but shall not be limited to, guest speakers, participants in a "Career Day", attendees for concerts or assemblies that occur during the school day, etc.[6]

Volunteer - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation, wages, salary or valuable consideration from the district for the performance of services. A volunteer is not a school employee or independent contractor of the district.[5]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, college students on assignment,

supervisors for an outside placement, agency workers, and additionally contractors, HSA workers or concession stand volunteers who work with students.

2. **Guests** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, participation and supervision of volunteers.

The building principal or designee shall be responsible for keeping an active and current roster of approved volunteers.

Guidelines

Each prospective volunteer shall complete and submit a volunteer application.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

The role of the volunteer shall be to assist district staff, but not to replace or assume the professional or paraprofessional responsibilities or authority of any district staff.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[\[5\]](#)
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[\[5\]](#)
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[4\]](#)[\[5\]](#)[\[7\]](#)

If a volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[\[5\]](#)

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Volunteers shall obtain and submit new certifications every sixty (60) months.[\[8\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[\[5\]](#)

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[9\]](#)[\[10\]](#)

Arrest or Conviction Reporting Requirements

Volunteers shall report to the Superintendent or 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.[\[7\]](#)

The Superintendent or designee shall immediately require a volunteer to submit new certifications if the Superintendent or designee has 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.[\[7\]](#)

Failure to accurately report such occurrences may subject the volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[7\]](#)

Child Abuse Reporting

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, Board policy and administrative regulations.[\[11\]](#)[\[12\]](#)

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Transport

Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the district and volunteers shall not be permitted to transport students by motor vehicles in support of any school program.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[12\]](#)

Confidentiality

A volunteer shall not be permitted access to confidential student information or participate in conversations in which confidential student information is discussed unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16][17]

Examples of such information include, but shall not be limited to, grades or other measures of academic performance, class standing, attendance records, discipline history, standardized test scores, individual education plans, health data, family background information, personality and interest scores or any other verified or unverified information contained in a student's file maintained by teachers, administrators or district schools.

Discipline of Students

A volunteer shall not administer discipline upon students under any circumstances. Volunteers shall report all student disciplinary issues or concerns to the classroom teacher or building principal.

Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service through the applicable PTO.

Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.