



Book	Policy Manual
Section	900 Community
Title	Volunteers
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### **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district.

### **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district. [\[1\]](#) [\[2\]](#)

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. [\[1\]](#) [\[2\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. [\[1\]](#) [\[2\]](#)

The following words and phrases, when used in this policy shall have the meaning given to them in this section: [\[1\]](#) [\[2\]](#)

### **Definitions**

**Adult** - an individual eighteen (18) years or older. [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

**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. [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

**Direct volunteer contact** - the care, supervision, guidance or control of children and routine interaction with children. [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

**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. [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

**Routine interaction** - regular and repeated contact that is integral to a person's volunteer responsibilities. [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

**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 a volunteer for purposes of this policy. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; read to students, student-teacher conferences; collecting tickets at sporting events; participating in 'Career Day', etc. [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

**Volunteer** - is an adult whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee. [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

A Volunteer holding an unpaid position with a school or program, activity or service, as a person responsible for the child's welfare or having direct contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, PTO, book fair, working concession stands, etc. [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

To provide for the safety of District students, the following criteria and regulations apply: [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#)

1. The Superintendent, or his/her designee, authorizes the selection and use of parent/guardians, community members, and others, as volunteers to assist regular school district staff, subject to this policy, and applicable laws and regulations. [3] [4] [5] [6]
2. Volunteers shall not be appointed to a school program or activity in lieu of a previously approved regular, paid position. [3] [4] [5] [6]
3. Upon approval of a Volunteer to a school program or activity, the principal, or his/her designee, will provide a policy letter to each Volunteer and obtain an affirmation form which must be completed and signed by the Volunteer. [3] [4] [5] [6]
4. Prior to the Volunteer being permitted to work in a school program or activity, Volunteers are required to submit to a tuberculosis examination at the Volunteers expense. [3] [4] [5] [6]
5. Volunteers shall not administer or enforce discipline upon students. [3] [4] [5] [6]
6. Volunteers shall report all incidents of suspected child abuse to the teacher or principal in charge of the volunteer activity and may be required to report the incident consistent with state law requirements and procedures. [3] [4] [5] [6]
7. Except in cases of emergency, Volunteers shall not administer first aid or medicine to students. unless the first aid is administered to the Volunteer's own student. [3] [4] [5] [6]
8. Volunteers shall not operate any motor vehicles owned by the school district, nor shall they transport students as part of any school district program or activity. [3] [4] [5] [6]
9. The Volunteer position is not a right, but a privilege. Any Volunteer may be removed and any Volunteer position may be eliminated at any time for any reason or no reason by the Superintendent or the Superintendent's designee. [3] [4] [5] [6]

#### **Expectation of Volunteers**

1. Volunteers will comply with the building's rules, policies and procedures. [3] [4] [5] [6]
2. Volunteers will conduct themselves in a professional manner. [3] [4] [5] [6]
3. Volunteers will perform the duties, and only the duties, requested by the administration or staff. [3] [4] [5] [6]

#### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of Volunteers and for insuring compliance with Board policies, administrative regulations, rules and procedures. [3] [4] [5] [6]

At the discretion of the Superintendent or designee, a Volunteer's service may be discontinued at any time. [3] [4] [5] [6]

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of Volunteers. [3] [4] [5] [6]

#### **Guidelines**

The names of all position Volunteers shall be submitted for approval by the Board, Superintendent or designee. [3] [4] [5] [6]

The names of guest Volunteers shall be submitted for approval by the building principal or designee. [3] [4] [5] [6]

Upon approval, Volunteers shall be placed on the list of approved Volunteers. [3] [4] [5] [6]

Approval shall be required prior to beginning service as a Volunteer. [3] [4] [5] [6]

#### **Certifications**

Before any direct contact with school students is permitted, all prospective Volunteers shall submit the following information for approval by the District (with any associated costs to be borne by the Volunteer unless otherwise required by applicable law). [5] [4] [7]

1. PA Child Abuse History Certification - issued within one (1) year prior to the proposed start date. [5] [4] [7]
2. PA State Police Criminal History Record Information - issued within one (1) year prior to the proposed start date. [5] [4] [7]
3. Volunteer Affirmation - which is a statement swearing or affirming the applicant has not be disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse, which must be completed on an annual basis. [5] [4] [7]
4. Federal Criminal History Report - issued within one (1) year of the proposed start date. [5] [4] [7]

A prospective Volunteer is not required to secure the ~~Pennsylvania Child Abuse History Certification and the Pennsylvania Police Criminal History Certification~~ Federal Criminal History Report described above, if, and only if, all of the following conditions are met. [\[9\]](#) [\[10\]](#)

1. The prospective Volunteer is applying for an unpaid position. [\[9\]](#) [\[10\]](#)
2. The prospective Volunteer has been a resident of the Commonwealth of Pennsylvania continuously for the prior ten (10) year period, or if not a resident of the Commonwealth during the entirety of the previous ten-year period has received and provided required certifications as proscribed under applicable law; and [\[9\]](#) [\[10\]](#)
3. The prospective volunteer swears or affirms in writing that the prospective volunteer has never been convicted of a disqualifying crime, as defined by applicable law, in the Commonwealth of Pennsylvania or another state, district or foreign nation, or under a former law of the Commonwealth of Pennsylvania. [\[9\]](#) [\[10\]](#)

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a Volunteer. [\[9\]](#) [\[10\]](#)

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. [\[9\]](#) [\[10\]](#)

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. [\[9\]](#) [\[10\]](#)

### **Tuberculosis Test**

Prior to participating in student activities shall undergo a test for tuberculosis when required and in accordance with the regulations and guidance of the Pennsylvania Department of Health. [\[11\]](#) [\[12\]](#)

### **Arrest or Conviction Reporting Requirements**

Prior to providing volunteer services, a Volunteer shall be required to sign, on an annual basis, a disclosure statement that he/she has not committed or been convicted of any offense nor is he/she currently charged with any offense under Act 34, Act 151 and Act 114. [\[12\]](#) [\[13\]](#)

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. [\[12\]](#) [\[13\]](#)

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. [\[12\]](#) [\[13\]](#)

Failure to accurately report such occurrences may subject the Volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.

### **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.

### **Supervision**

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

### **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.

### **Confidentiality**

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. 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 and/or Superintendent.

[1] [24 P.S. Education § 9-914-A](#)

[2] Pol. 824

[3] [23 Pa. C.S.A § 6303](#)

[4] [23 Pa. C.S.A. § 6344](#)

[5] [23 Pa. C.S.A. § 6344.2](#)

[6] Pol. 907

[7] [23 Pa. C.S.A. § 6344.3](#)

[8] [23 Pa. C.S.A. § 6344.4](#)

[9] [24 P.S. Education § 14-1418](#)

[10] [28 P.S.A. § 23.44](#)

[11] [23 Pa. C.S.A. § 6311](#)

[12] Pol. 806

[13] Pol. 216