

9600 Instructional Resources and Materials**9646 School Volunteers – 2013/2014 School Year and Beyond**

Services of volunteers may be accepted by the Board, the Superintendent, Central Office administrators, building principals, and assistant building principals, teachers, and coaches.

~~Volunteers will be required to complete a "Volunteer Application Form."~~ **A volunteer is defined as one who voluntarily offers and provides a service to the School District without receiving compensation.**

Volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to help students and school staffs. Volunteers may be involved in virtually every facet of the operation of the school District, working with students on a one-to-one basis or performing tasks not involving students. Duties may include, but are not limited to, services to the libraries, classrooms, athletic events, music programs, and school plays, and assisting on field trips and similar activities. Volunteers are to be used in a manner that supplements the existing programs.

Volunteers will fall into one (1) of two (2) categories as follows:

- I. Volunteers who will be alone with students with no direct supervision by District staff for extended periods of time, including but not limited to athletic coaches associated with interscholastic teams on a regular basis, cheerleading volunteers, band volunteers/ assistants/ aides, and overnight chaperones.**
- II. Volunteers who:**
 - a. Perform long-term continuous service for the District but who are rarely alone with students due to the nature of their service and/or due to the supervision by District personnel or supervisors on site, including but not limited to room parents, classroom helpers, PTO officers, and office assistants; or**
 - b. Perform short-term, sporadic service for the District or who assist with one-day events and who are under the direct supervision of District personnel, including but not limited to dance chaperones, volunteers for the concession stand, and volunteers who assist with picture day, field day, intramurals, one (1) day field trips, activities and holiday events.**

Prior to commencing service, Category I Volunteers must complete the following:

- A. A signed, completed volunteer application form;
- B. A valid tuberculosis test, in compliance with applicable law;
- C. Act 34 and Act 151 Clearances; and
- D. Any and all other requirements prescribed by law.

Prior to commencing service, Category II Volunteers must complete the following:

- A. A signed, completed volunteer application form; and
- B. When a volunteer's service involves direct, supervised or unsupervised, contact with children, a valid tuberculosis test, in compliance with applicable law.

Tuberculosis testing shall be required when a volunteer commences service and shall remain valid for so long as the volunteer remains in service for at least one day per school year.

Parents and legal guardians of students shall complete a volunteer application form and shall comply with tuberculosis testing requirements but, at the discretion of the District, shall otherwise be exempt from the foregoing requirements (including the Act 34 and Act 151 Clearance requirements). Notwithstanding the foregoing, the District reserves the right, at its sole and unrestricted discretion, to require a parent or legal guardian to submit Act 34 and/or Act 151 Clearances.

Volunteers are solely responsible for obtaining any required clearances and for any and all costs and fees incurred in complying with the foregoing requirements; however, reimbursement may be available if an individual program's budget permits.

All volunteers shall be approved by the Board upon the recommendation of the appropriate administrator or building principal, who shall be responsible for supervising all volunteers serving at his or her office or building. In the event of an unforeseen or emergency situation, a volunteer may be approved by the Superintendent, and such emergency approval shall be promptly reported to the Board. In such case, any requirements need not be completed prior to commencing service; however, the District may require the completion of such requirements as are outlined above.

~~Volunteering is a privilege, and not a right.~~ The services of any volunteer may be terminated at any time at the sole discretion of the responsible administrator(s) or building principal. If the services of a volunteer are terminated, timely notification shall be provided to the Superintendent. Under no circumstances will a volunteer be considered an employee of the District.

School personnel will identify appropriate tasks for volunteers and ~~will~~ **may** plan in-service activities for them so they may become skilled in performing those tasks. Under no circumstances will a volunteer's task include transportation of students. Volunteers who do transport students will be regarded as acting in their capacity as a parent or private individual and not in their capacity as a volunteer. Volunteer help must not be used to replace regularly scheduled personnel. Volunteers will not teach, but may reinforce skills taught by the professional staff.

The Superintendent or his/her designee is responsible for developing procedures for the recruitment of volunteers and establishing guidelines and **written procedures** covering their use throughout the District, **including guidelines and procedures to ensure that volunteers are utilized in compliance with the categories and limitations set forth in this Policy.**

Policy References:

Legal Reference - Act 34, Child Protective Services Law