

**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.

**For purposes of this policy, A** a volunteer is defined as one who voluntarily offers and provides a service to the School District without receiving compensation.

**For purposes of this policy, direct contact with children is defined as the possibility of care, supervision, guidance or control of children or routine interaction with children.**

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.~~

~~H. 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 et 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.~~

**All volunteers must submit a signed, completed application form.**

**A volunteer must submit a valid tuberculosis test when required pursuant to applicable Department of Health Guidelines. When tuberculosis testing is required pursuant to applicable Department of Health Guidelines, a valid test shall be required when a volunteer provided to the District when a volunteer commences service for the District and shall remain valid for so long as the volunteer remains in service for at least one day per school year.**

**A volunteer that has direct contact with children shall be required to comply with the mandatory background check requirements for criminal history (state and federal, unless all of the requirements to exempt the volunteer from the federal criminal history check are met ) and child abuse and shall be required to submit a new criminal background check (state and federal, unless all of the requirements to exempt the volunteer from the federal criminal history check are met ) and child abuse clearance every thirty-six (36) months as required by law and District Policy 7020. In addition, a volunteer that has direct contact with children is required to:**

**1. Notify the District, in writing, of any arrest or conviction for any offense, as outlined in Section 111 of the School Code, within seventy-two (72) hours of such arrest or conviction. A volunteer shall also be required to submit a current criminal history background check report if the Superintendent or his/her designee has a reasonable belief that the volunteer was arrested or has been convicted of an offense required to be reported by law, and the volunteer has not notified the Superintendent or his/her designee.**

**2. Notify the District in writing, within seventy-two (72) hours of notification, that the volunteer has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.**

**A volunteer's failure to accurately report arrests, convictions, or alleged child abuse as required by law may, depending on the nature of the offense, subject the**

1 individual to denial as a volunteer, termination if already approved as a volunteer,  
2 and/or criminal prosecution.  
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4 A volunteer that is not in compliance with all of the requirements of this policy and  
5 applicable law shall not be permitted to serve as a volunteer for the District.  
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7 ~~Parents and legal guardians of students shall complete a volunteer application form and~~  
8 ~~shall comply with any applicable tuberculosis testing requirements but, at the discretion~~  
9 ~~of the District, shall otherwise be exempt from the foregoing requirements (including the~~  
10 ~~Act 34 and Act 151 Clearance requirements). Notwithstanding the foregoing, the~~  
11 ~~District reserves the right, at its sole and unrestricted discretion, to require a parent or~~  
12 ~~legal guardian to submit Act 34 and/or Act 151 Clearances.~~  
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14 Unless otherwise required by law, ~~volunteers~~ are solely responsible for obtaining any  
15 required clearances and for any and all costs and fees incurred in complying with the  
16 foregoing requirements; however, reimbursement may be available if an individual  
17 program's budget permits.  
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19 **Volunteers shall be subject to the child abuse reporting requirements pursuant to**  
20 **23 Pa.C.S.A. 301, et. seq., and District Policy 7020. Additionally, while training on**  
21 **child abuse recognition and reporting is not mandated for volunteers, volunteers**  
22 **shall be permitted to attend, and encouraged to attend, any training sessions on**  
23 **child abuse recognition and reporting that are provided by the District to its**  
24 **employees.**  
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26 All volunteers shall be approved by the Board upon the recommendation of the  
27 appropriate administrator or building principal, who shall be responsible for supervising  
28 all volunteers serving at his or her office or building. In the event of an unforeseen or  
29 emergency situation, a volunteer may be approved by the Superintendent, and such  
30 emergency approval shall be promptly reported to the Board. In such case, ~~any~~  
31 ~~requirements need not be completed prior to commencing service; however, the District~~  
32 **Superintendent shall** may require the completion of such ~~all of the requirements as are~~  
33 outlined above, **and the Board shall take action on the approval of the volunteer at a**  
34 **subsequent meeting.**  
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36 The services of any volunteer may be terminated at any time at the sole discretion of the  
37 responsible administrator(s) or building principal. If the services of a volunteer are  
38 terminated, timely notification shall be provided to the Superintendent. Under no  
39 circumstances will a volunteer be considered an employee of the District.  
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41 School personnel will identify appropriate tasks for volunteers and may plan in-service  
42 activities for them so they may become skilled in performing those tasks. Under no  
43 circumstances will a volunteer's task include transportation of students. Volunteers who  
44 do transport students will be regarded as acting in their capacity as a parent or private  
45 individual and not in their capacity as a volunteer. Volunteer help must not be used to

1        replace regularly scheduled personnel. Volunteers will not teach, but may reinforce skills  
2        taught by the professional staff.

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

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10        Adoption Date        -    November 12, 2012  
11        Revision Date        -    **January 26, 2015**  
12        Review Date        -  
13        Legal Reference        -    **24 P.S. §14-1418(b)**  
14                                       **23 Pa.C.S.A. 6301, et. seq.**  
15                                       **28 Pa. Code §23.44(b)**  
16                                       **March, 2011 Department of Health Guidelines Relative to**  
17                                       **Tuberculosis Testing of Students and Staff in**  
18                                       **Pennsylvania Schools**  
19        Cross Reference        -    **District Policy 7020**  
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