



Book	Policy Manual
Section	900 Community
Title	Volunteers
Number	916
Status	Active
Legal	<u>1. 24 P.S. 1418</u> <u>2. 28 PA Code 23.44</u> <u>24 P.S. 111</u> <u>23 Pa. C.S.A. 6301 et seq</u> <u>24 P.S. 510</u>
Adopted	April 17, 2008
Last Revised	March 12, 2015

Purpose

The Board recognizes that volunteers can make valuable contributions to the educational program. The use of building volunteers is a decision that is made by the building principal in accordance with Board policy.

Authority

Subject to various legal requirements, the Board is authorized to adopt reasonable rules regarding school affairs.

Definitions

Volunteer - an adult individual serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with children.

Adult - an individual at least eighteen (18) years of age.

Responsible for the welfare of one or more children - means providing permanent or temporary care, supervision, training, or control of a child in lieu of parental care, including direct or regular contact with a child or children through any program, activity or service sponsored by the district or one of its schools.

Direct contact with children - means care, supervision, guidance, or control of one or more children or routine interaction with one or more children.

Guidelines

Requirements for All Volunteers[1]

1. Complete a volunteer application form.
2. Participate in appropriate training/orientation provided by the human resources coordinator, building principal, teacher, athletic director, or designee when determined to be needed and/or as required.
3. Sign a confidentiality statement. Each volunteer shall keep strictly confidential all information learned about students during the course of performing volunteer services, and shall follow all requirements of the Family Education Rights and Privacy Act (FERPA). No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed, unless knowledge of that student information is necessary for the volunteer to fulfill his/her responsibilities. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal or Athletic Director.
4. Obtain and submit all current, required paperwork including background checks and clearances.
5. The cost to procure clearances and related tests shall be the responsibility of the volunteer candidate.
6. Every volunteer shall familiarize himself/herself with District Policy No. 806, Child Abuse. A volunteer is required to report pursuant to Policy No. 806 if the volunteer has reasonable cause to suspect a child is a victim of child abuse.

School Board Approval/Termination of Services

1. The names of all volunteers shall be submitted to the Board for approval.
2. Once approved by the School Board, the volunteer shall continue to be eligible to be assigned duties until such time that the volunteer has not served for more than one (1) year.
3. The Athletic Director and/or building principal reserve the right to remove volunteers from the approved list for reasons including, but not limited to, unsafe practices, improper language/actions, or other activities that are not deemed to be in the best interest of students.

Requirements for Volunteers Who are With Students Ten (10) Hours or More Per Week

Submit evidence of a negative Tuberculosis test that was administered within one (1) year.[1][2]

Application Process

An individual wishing to serve as a volunteer shall obtain and provide original documents as noted above to the building principal or Athletic Director.

The building principal and/or Athletic Director is responsible to review the application packet to ensure that all information is complete and that all clearances meet legal requirements and provide satisfactory evidence that the volunteer is suitable to work with students. The building principal and/or Athletic Director will provide provisional approval for the volunteer to be assigned

appropriate duties for sixty (60) days and shall send the application packet including, copies of all clearances and required documents, to the Human Resources Department in the district office. The Human Resources Department will be responsible to process and maintain the documentation as follows:

1. Prepare a list of all new volunteers for presentation and final approval by the School Board.
2. Upon final approval by the School Board, update the list of volunteers and distribute to all buildings.
3. File the application and all documents according to records retention policies.

Insurance Coverage

Liability coverage is extended to all volunteers while working under the supervision of appropriate school officials. School district liability insurance coverage includes a basic \$1,000,000 limit.

Volunteers who operate district vehicles/equipment and those who use their own personal vehicle must provide a copy of their driver's license, insurance information, and a Pennsylvania motor vehicle report. Volunteers are not to transport students in vehicles without prior approval of the school district.

Personal vehicles are not covered by insurance provided by the school district, but by the volunteer's own insurance carrier.