



Book	Policy Manual
Section	900 Community
Title	Volunteers
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Purpose

Recognizing the value to the community and its schools of having adult volunteers assist in the schools of the district, the Board of School Directors establishes the following guidelines for placing volunteer assistants.

Definition

Volunteers - one who voluntarily offers a service to the school district without compensation.

Authority

The Board authorizes the administrative selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.

Guidelines

Volunteers may be utilized for the following purposes:

1. Tutoring of students.
2. Supervision of students.
3. Instructional materials preparation.
4. Clerical assistance.

Qualifications for any position to be filled by a volunteer shall be determined by the building administrator.

No volunteer may assist in a school without having been screened and recommended by the building administrator. These volunteers must be approved by the Board of School Directors.

All volunteers shall be supervised by the building administrator or other designated district

employees.

Volunteers will be expected to adhere to all rules, regulations, and policies of the district, including those concerning confidentiality of student information.

The Board shall require that all volunteers undergo a tuberculosis examination in accordance with the regulations of the PA Public School Code.[1][2]

At the expense of the individual, all new volunteers shall be required to:[3][5][4]

1. Obtain a current (less than one (1) year old) Act 34 State Police Criminal History Background Clearance.
2. Obtain a current (less than one (1) year old) Act 151 Child Abuse History Clearance.
3. Obtain a current (less than one (1) year old) FBI background check if volunteer has not lived in PA for the past ten (10) years. If the volunteer has lived in PA for the past ten (10) years, a signed affidavit is required.
4. For all current volunteers, the Act 34 State Police Criminal History Background Clearance and the Act 151 Child Abuse History Clearance must be updated every sixty (60) months. A signed affidavit is required every year.

Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position or volunteer may be eliminated at any time.

The Board shall provide authorized volunteers with the same general liability insurance coverage as provided for employees of the district, while performing their volunteer services.

The district's insurance will be in excess of any other insurance which may be available to the volunteer.

Delegation of Responsibility

Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of emergency.

The volunteer shall sign the district's volunteer disclosure sheet acknowledging the receipt and review of this policy.

The administration will develop procedures to implement this policy.

Legal

1. 24 P.S. 1418
2. 28 PA Code 23.44
3. 24 P.S. 111
4. 22 PA Code 8.1 et seq
5. 23 Pa. C.S.A. 6301 et seq

Last Modified by Tammy Pritchard on October 13, 2015