



Book	Policy Manual
Section	900 Community
Title	Volunteers
Number	916
Status	Active
Legal	<ol style="list-style-type: none">1. 23 Pa. C.S.A. 6301 et seq2. 24 P.S. 5103. 24 P.S. 1205.64. 23 Pa. C.S.A. 63035. 23 Pa. C.S.A. 6344.26. 23 Pa. C.S.A. 63447. 23 Pa. C.S.A. 6344.48. 23 Pa. C.S.A. 6344.39. Pol. 90710. Pol. 21811. 28 PA Code 23.4412. 24 P.S. 1418 <p>Pol. 123</p> <p>Pol. 123.2</p> <p>Pol. 216</p> <p>Pol. 806</p>
Adopted	June 11, 2007
Last Revised	January 8, 2018

Purpose

The district strongly supports the involvement of parents/guardians and community volunteers to enhance the educational, co-curricular and extracurricular programs of the school district. Accordingly, the Board encourages the use of and the schools are encouraged to provide a variety of opportunities for parent/guardian and community volunteers subject to certain requirements and procedures set forth in this policy.

Authority

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

Delegation of Responsibility

The Superintendent or designee shall promulgate any further rules, forms, procedures, etc., to fully implement this policy that will provide for the safety and security of each student, maintain the privacy of confidential student information and respect the authority of the teacher or supervisor overseeing the volunteers.

The Superintendent is given the authority to interpret this policy.

Definitions

Direct Contact with Children - the possibility of the care, supervision, guidance or control of children or routine interaction with children.[\[3\]](#)[\[4\]](#)

Adult - individual eighteen (18) years of age or older.

Volunteer - adult who provides a service without compensation, remuneration or other consideration for an educational, co-curricular or extracurricular program. If an individual or the company employing the individual is receiving any consideration for the services provided, they are not a **volunteer** and are not governed by this policy.

A volunteer may be approved when, in the opinion of the building principal, the addition of a volunteer will enhance the program which the regular staff is providing to students.

Guidelines

Clearance Requirements

Clearances are required for all unpaid adult volunteers who are responsible for the welfare of a child or have the possibility of caring for, supervising, guiding or controlling children or routine interaction with children, regardless of the number of hours or frequency of the contact.[\[5\]](#)

Clearances Required for Volunteers

1. PDE 6004 Arrest and Conviction Report.[\[5\]](#)
2. PA State Criminal Record Check.[\[5\]](#)
3. PA Child Abuse History Clearance.[\[5\]](#)
4. Federal Criminal History Record Check (Fingerprint) (unless Volunteer Request for Waiver is submitted and approved).

No person who is required to submit clearances will be permitted to volunteer if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from providing services under the Child Protective Services Law (see Disqualifying Offenses).[\[6\]](#)

Volunteering is a privilege, not a right. Even if a volunteer has obtained the required background clearances, the district retains the right to exercise discretion in permitting the individual to serve as a volunteer.

Waiver of Federal Criminal History Record Check (Fingerprint)

A volunteer may NOT have to submit the Federal Criminal History Record (Fingerprint) if the volunteer submits a sworn affidavit (in the form of the Volunteer Request for Waiver of FBI – Federal Criminal History Record Check – available online as 916 AR-1) affirming that the volunteer:[\[5\]](#)

1. Has been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; and
2. Has never been convicted of a Disqualifying Offense in PA or any other state or jurisdiction, including foreign jurisdictions.

Cost of Clearances

The costs of obtaining the required clearances shall be the responsibility of the volunteer.

Age/Renewal of Clearances

When first submitted, the clearances cannot be more than twelve (12) months old.

After the first submission, clearances must be updated every sixty (60) months from the oldest date on the clearances.[\[7\]](#)

Submission/Maintenance of Clearances

Volunteers should submit the following documents to their organization, who will collect and record the dates. The organization will then submit to the District Administrative Office, a complete packet including all documents listed below, for each volunteer:

1. PDE 6004 Arrest and Conviction Report;
2. Original PA State Criminal Records Check – Act 34;[\[5\]](#)
3. Original PA Child Abuse History Clearance – Act 151;[\[5\]](#)
4. Original Federal Criminal History Record Check (Fingerprint) – Act 114 (if not seeking a Volunteer Request for Waiver);
5. Volunteer Request for Waiver of FBI – Federal Criminal History Record Check (if seeking waiver of #3); and
6. Acknowledgment of Volunteer Obligations Form available online as 916-AR.
7. TB Test Results.[\[11\]](#)[\[12\]](#)

Volunteers, at their own discretion, can delete personal identification numbers from the clearance record on file, such as their social security number, once accepted by the district.

PTO volunteers must submit their clearances to the PTO at the beginning of each school year, and no later than October 31 in order to be Board approved to volunteer at any activity or event throughout the school year.

Duty to Notify

If, after the date of the clearances, the volunteer is arrested or convicted of a Disqualifying Offense, or named as a perpetrator of a founded report of child abuse, the volunteer must provide written notice to the office of the district Superintendent within seventy-two (72) hours of the arrest or conviction.[\[8\]](#)

Failure to Disclose

Anyone failing to disclose information required under this policy commits a misdemeanor of the third degree and will be reported to law enforcement.[\[8\]](#)

Early Renewal Right

If the district has a reasonable belief that a volunteer has been arrested or convicted of a Disqualifying Offense or was named a perpetrator in a founded report of child abuse or the volunteer has given notice of an arrest or conviction of a Disqualifying Offense, the district, at its expense, shall immediately require the volunteer to submit updated clearances.

General Guidelines

1. No volunteer shall be permitted to access, review, disclose or use confidential student information (written or verbal); or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance; class standing; standardized or other test scores; attendance records; disciplinary history; intelligence test scores; personality and interest test scores; individualized education plans; health data; family background information; teacher or counselor ratings and observations; and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the school district.
2. Each volunteer shall keep strictly confidential all information s/he may learn about students in the school district during the course of performing services. Volunteers may be required to sign a confidentiality agreement prior to providing services.
3. The role of a volunteer is to assist, but not replace or assume the responsibilities or authority of the district staff.[9]
4. All volunteers providing service during the time that school is in session will be required to sign in at the appropriate building with a statement of their volunteer purpose and wear and display an identification tag/badge at all times and return the tag/badge to the office at the end of the volunteer period.
5. Under no circumstances shall a volunteer be considered an employee or an independent contractor of the district. A volunteer shall receive no wages or other valuable consideration for the performance of his/her volunteer services.
6. Volunteers who transport students in personal vehicles are not covered by insurance provided by the district. Insurance coverage in this situation is through the volunteer's own insurance carrier.
7. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The Athletic Director will assume general authority and responsibility over all athletic volunteers.
8. Volunteers will not be permitted to directly administer student discipline.[10]
9. Volunteer activities will be provided only as requested by the teacher or supervisor.
10. All School Board approved volunteers must obtain a tuberculosis (TB) test as required by the Department of Health at their own expense unless financial hardship can be established.[11]

Disqualifying Offenses

1. Ever convicted of an offense similar in nature to the following crimes, under the laws or former laws of the United States or one of its territories or possessions, another state, the district of Columbia, the Commonwealth of Puerto Rico or a foreign national, or under a former law of Pennsylvania:[6]
 - a. Criminal homicide.
 - b. Aggravated assault.

- c. Stalking.
- d. Kidnapping.
- e. Unlawful Restraint.
- f. Rape.
- g. Statutory sexual assault.
- h. Sexual assault.
- i. Involuntary deviate sexual intercourse.
- j. Aggravated indecent assault.
- k. Indecent assault.
- l. Indecent exposure.
- m. Incest.
- n. Concealing the death of a child.
- o. Endangering the welfare of a child.
- p. Dealing in infant children.
- q. Prostitution and related offenses.
- r. Crimes related to obscene and other sexual materials and performances.
- s. Corruption of minors.
- t. Sexual abuse of children.

2. Ever named as the perpetrator of a founded report of child abuse; OR

3. WITHIN THE 5-YEAR PERIOD IMMEDIATELY PRECEDING, convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act.

Additional Guidelines

1. The principal must forward to the Superintendent a request for permission to use a long-term volunteer. This request must include the name of the volunteer, name of the extracurricular or cocurricular activity, and a rationale statement.
2. Upon approval of the Superintendent, the name(s) of the volunteer will be presented to the Board for formal appointment.
3. Appointment, if granted, shall be ongoing unless circumstances change for the volunteer.
4. All volunteer(s) must be approved by the Board prior to commencing their duties. The Superintendent may, in special situations, allow a volunteer to begin service pending Board approval.
5. All volunteer(s) must be eighteen (18) years of age, provide the district with required background checks and have satisfactorily passed a tuberculin test within the last year prior to their

assignment (PDE 6004, Act 34, 151, 114 FBI Background Check and Tine Test will not need to be completed each year for volunteers who are renewed)[1]

6. Permission to utilize a volunteer may be revoked at any time by the Superintendent of Schools. Service of any or all volunteers may be terminated at any time at the discretion of the building principal and program coach/advisor/director in whose program they are working.
7. The head coach, advisor, or teacher in charge will assume daily responsibility for the actions and training of a volunteer.
8. A volunteer may not direct or supervise a school-sponsored program, a group of students, or an individual student belonging to any such program outside the immediate supervision of a professional staff member. A head coach/advisor and/or assistant coach/advisor or teacher or building administrator shall be present during all training, practices, and/or any other events of said school-sponsored program(s).
9. Volunteers are expected to comply with all rules and regulations set forth by the district.
10. It is the responsibility of the volunteer to update their clearances in a timely fashion to continue volunteering.

Volunteer Coaches

1. The head varsity coach must forward to the Athletic Director a request for permission to use a volunteer coach. This request must include the name of the volunteer, name of the extracurricular activity, a rationale statement, a statement of need and qualifications of the proposed volunteer.
2. The building principal and the Athletic Director will jointly make a decision whether to disapprove the request or to forward the request for Board consideration.
3. Permission, when granted, is ongoing unless circumstances change for the volunteer.
4. Permission to utilize a volunteer coach may be revoked at any time by the principal, Superintendent and/or the Board.
5. The head coach will assume responsibility for the actions and training of the volunteer coach.
6. A volunteer coach may not solely direct or supervise a team, a group of students, or an individual student belonging to a team, and a head coach and/or assistant coach shall be present during all training, practices and/or competitions.
7. No person may be a volunteer coach who has not met the following criterion:
 - a. Be a high school graduate or equivalent.
 - b. Be of high moral character.

 [916-Attach 2.doc \(39 KB\)](#)

 [916-Attach 1.doc \(54 KB\)](#)