

School Volunteers

The purpose of volunteers in the schools is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Volunteer- One who voluntarily offers and provides a service to the school district without receiving compensation. Volunteers can fall into one (1) of three (3) categories, those being single event, short-term or long-term and one (1) of two (2) student contact categories, limited contact or substantial contact. School district employees who volunteer their services to the school district are not subject to the definitions in this section, but are subject to the remaining contents of this policy unless otherwise indicated.

Volunteer Categories:

Single-Event Volunteer- One who voluntarily provides service to the school district, without compensation, for a single event which will be completed in one (1) to three (3) school days.

Short-Term Volunteer- One who voluntarily provides a service to the school district, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during a school term.

Long-Term Volunteer- One who voluntarily provides a service to the school district, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days. The intent, however, is to use a long-term volunteer over an aggregate period of time exceeding two (2) weeks throughout the school year.

Student Contact Categories:

Limited Contact Volunteer- Contact where the volunteer is in proximity of a professional district employee and there is no time where the volunteer is alone with a student or students in a secluded, isolated or remote area.

Substantial Contact Volunteer- Contact where the volunteer could be in contact with a student or students alone and unsupervised for periods of time. This volunteer contact time could include, but is not limited to, coaching, and overnight field trip or competition, and/or providing supplemental assistance to help address student needs as directed by applicable school staff but in a manner that is not in direct or close proximity of a professional employee and/or head coach, director or advisor.

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff. Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration which has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and the administration. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).

Single-event and short-term volunteers shall be approved by the school principal. A record of their names and a brief description of the service performed shall be maintained via the visitor logs at the building level for a period of two (2) years. All such services are to be performed under the direction of and in the presence of a school district employee. Volunteers do not assume the responsibilities of school district staff but may, under the direction of the school principal(s) and teachers, provide assistance in an approved and appropriate school level activity such as tutoring, demonstrating, chaperoning, monitoring, speaking, reading and similar activities.

At all times, all volunteers are to perform only those duties and/or functions assigned to them by the school principal or designee or, in appropriate cases, the teacher to which they have been temporarily assigned.

Volunteers will not stand in loco parentis status to students and are not legally empowered to regulate student behavior by performing or imposing disciplinary measures, unless the volunteer is a school district employee whose scope of employment allows such and who has been assigned to do so by the building principal or designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.

The school principal and/or Athletic Director shall assume general authority and responsibility over all volunteers serving at that school site. The principal will also base his/her assignment of volunteers on teacher request for such assistance. The school principal and/or Athletic Director who use(s) volunteers in any capacity shall be responsible for:

1. Supervising the dissemination and procurement of volunteer applications and clearances.
2. Reviewing volunteer applications and required clearances.
3. Maintaining a file of applications and clearances.
4. Ensuring volunteer intakes are conducted, as appropriate.
5. Recruiting and selecting volunteers in accordance with the needs of the school as principal and staff shall determine, including the number of volunteers providing service in any one area.
6. Developing a list of duties which would be performed by volunteers in accordance with the indentified needs in his/her school. Such duties must be in accordance with applicable Pennsylvania laws and regulations and must not be in conflict with assigned duties of employees of the school district.
7. Assigning duties to the volunteers.
8. Ensuring any necessary training of said volunteers to perform the specific duties associated with their assignments.
9. Terminating the services of any volunteer:
 - a. Who violates school district policy, school rules, or guidelines.
 - b. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the school district, the school, the students, and/or the school's personnel.
10. Informing the Superintendent and the Board in a timely manner of the termination of a volunteer.

The basic desired qualifications or characteristics for a person offering of volunteer services shall be interest in the educational program; enjoyment in helping children; and sincere belief that, by volunteering, a contribution will be made to the learning process.

Volunteers, who are not employed as such, shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.

Any school volunteer program which will require additional financial support from the school district budget will require a formal recommendation from the Superintendent or designee and approval by the Board prior to implementation.

Volunteers will not be paid for their volunteer services.

Volunteers are not to have access to or handle any materials of a personal or confidential nature, unless the volunteer is a school district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.

To assure the proper use of volunteers in the school district, the following minimal requirements shall apply:

1. Volunteers, as categorized, must acquire and/or submit the following:

	Limited Contact Volunteer		Substantial Contact Volunteer	
	Board Approval	Clearances	Board Approval	Clearances
Single Event Volunteer	No	No	No	Yes
Short-Term Volunteer	No	No	No	Yes
Long-Term Volunteer	Yes	Yes	Yes	Yes

All chaperones for any overnight trips must provide an Act 34 Criminal History Report, an Act 151 Clearance Statement, and an FBI Federal Criminal History Record.

All required clearances are to be on file in the school district office and at the school building office in which s/he is volunteering.

School district employees who volunteer are not subject to the parameters of the above chart, and those clearances necessary for their employment shall be sufficient for their service as a volunteer.

2. Each volunteer will exhibit those behaviors considered appropriate for interaction with school district students, staff, other volunteers and the public while performing school-related functions. These behaviors include, but are not limited to:
 - a. Maintaining a warm, caring, child-centered attitude.
 - b. Respecting the roles of school employees.
 - c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in the school
 - d. Following school district policy and school rules, including the directions of the school principal and professional employee to whom they are assigned.
3. Volunteers shall meet any standards which may be established by federal, state or local government, or by the Board and/or administration. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the school district's professional employees and support staff.
4. Building principals and the Athletic Director, will prepare a program to be provided to volunteers that includes all references to school district policies that parallels the information given to new employees.
5. Because of their influence as role models, volunteers must refrain from using tobacco, alcohol or controlled substances, or being under the influence of alcohol or controlled substances, when they interact with students during school activities, including those that take place outside of the school building.
6. Volunteers will not be permitted to directly administer student discipline nor will they be permitted administer first aid, except in the case of an emergency. The exception shall be a school district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.

7. No volunteer will be requested or required to transport students in district and/or personal vehicles as part of his/her duties as a volunteer. Volunteers who transport students in personal vehicles are not covered by insurance provided by the school district. Any volunteer so doing assumes any all liability and any insurance coverage in this situation shall be provided through the volunteer's own insurance carrier.
8. Long-term volunteers will undergo a tuberculosis examination, at no cost to the volunteer, administered by a school district nurse in accordance with the regulations of the Pennsylvania Department of Health. This examination shall be performed upon a person being placed on the long-term volunteer list.
9. Long-term volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history/child abuse report. If, under the pertinent laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not serve as a volunteer.

Volunteer Coaches/Advisors

When, in the opinion of the school principal and the Athletic Director, the addition of a volunteer coach or advisor will enhance the support and training which the regular coaching or advisory staff is providing to students participating in the activity, a volunteer coach or advisor may be utilized.

The Board hereby sets forth the terms and conditions by which a volunteer coach/advisor may be utilized during a competitive extracurricular activity and any training and practices thereof:

1. All volunteer coaches and advisors must make formal application and be approved by the Board.
2. All Volunteer coaches and advisors, prior to their assumption of the position and/or duties as a volunteer coach, unless they are a current school employee with clearances already on file, must submit to the district an Act 34 State Police Background Check, an Act 151 Child Abuse History Clearance, the results of a tuberculin test, and the FBI Federal Criminal History Record.
3. A person may not assume the position of volunteer coach or advisor, render any services, or assume any responsibility of a coach or advisor until and unless the terms of this policy have been accomplished.
4. Permission to utilize a volunteer coach or advisor may be revoked at any time by the school principal and/or Athletic Director.

5. The head coach, director or advisor will assume responsibility for the actions and training of a volunteer coach or advisor.
6. A volunteer coach or advisor, with the exception of a volunteer who is a school district employee, may not solely direct or supervise a team, group of students, or an individual student belonging to a team. A head coach, director or advisor and/or assistant coach or advisor and/or volunteer who is a school district employee shall be present during all training sessions, practices and/or competitions.
7. The head coach, director or advisor must forward to the school principal and the Athletic Director a request for permission to use a volunteer coach or advisor. This request must include the name of the volunteer, name of the extracurricular activity, a rational statement, and a statement of need.
8. The school principal and the Athletic Director will jointly make a decision to recommend or deny the request. The approved recommendation will then be sent to the Board for approval.
9. Permission, when granted, is for one (1) season only. The process for approval must be completed each year.