



Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
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### **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

### **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district. [1]

The Board recognizes that there are differences between a classroom visitor, district volunteer, and an athletic coaching volunteer.

### **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Classroom Visitor**- an individual who visits a school on an infrequent basis for such purposes as to attend functions involving their child(ren). Visitors will work directly under the supervision and direction of a school administrator, a teacher, or another member of the school staff. Examples include, but are not limited to, assisting in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day", etc. Visitors are not required to obtain required clearances.

**District Volunteer** - an individual whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A district employee can be a district volunteer but will not receive compensation while they are volunteering. District volunteers may be responsible for the welfare of a child or having direct contact with children, whether on a regular basis, irregular, reoccurring, nonreoccurring, frequent, infrequent or singular basis. Examples include, but are not limited to, field trip chaperones, tutors, activity advisors, recess or library aides.

**Athletic Coaching Volunteer** - an individual who regularly assists coaches in an athletic activity and provides services on a regular and/or daily basis during a sports season. Athletic Coaching Volunteers may work directly with student athletes on activities and techniques, whether under direct supervision of paid athletic coaches or not. Athletic Coaching Volunteers may be asked to assume responsibilities of a paid coach in an emergency situation.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective district and/or athletic coaching volunteer shall complete and submit a volunteer application.

The names of all district and/or athletic coaching volunteers shall be submitted for approval by the Superintendent or designee.

The names of visitors shall be submitted for approval by the building principal or designee.

Upon approval, district and/or athletic coaching volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

### **Procedures**

#### *District Volunteers/Visitors*

1. Shall not be asked to assume the professional responsibilities of the school staff, but will work under the direction of the staff members, providing help in activities which are supportive, reinforcing or enriching in nature.
2. Shall not take direct disciplinary action towards a student or administer first aid, except in an emergency situation.
3. Shall not participate in a classroom, co-curricular or extra-curricular activity without the prior knowledge and approval of the building principal and district superintendent or designee. The building principal, superintendent or designee and/or the Board retains the right to withdraw approval for any classroom volunteer with or without cause. If approval for a volunteer is withdrawn by the building principal, superintendent or designee and/or the Board the volunteer shall immediately cease performing volunteer services.

#### *Athletic Coaching Volunteers*

1. Names of athletic coaching volunteers shall be submitted to the superintendent or designee by the athletic director prior to the first day of practice, or prior to the athletic coaching volunteer beginning to work with the student athletes. No athletic coaching volunteer shall perform any service with regard to the sports program until after they have been approved by the district superintendent or designee.

2. If any member of the district administration becomes aware of an athletic coaching volunteer is performing services without approval, the administrator shall immediately remove the athletic coaching volunteer from the activity and shall immediately report the same to the superintendent.

#### Certifications

Prior to approval, all district and/or athletic coaching volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[5]
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[5]
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[4][5][7]
4. Mandated Reporter Training - which must be less than sixty (60) months old.

If a district and/or athletic coaching volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[5]

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

District and/or athletic coaching volunteers shall obtain and submit new certifications every sixty (60) months.[8]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[5]

#### Tuberculosis Test

The Board requires that all district and/or athletic coaching volunteers who have ten (10) or more hours of direct student contact per week, undergo and pass a tuberculosis examination upon initial engagement in accordance with the regulations of the Advisory Health Board.

Alternative testing methods may be utilized if the volunteer furnishes a statement setting forth adequate reasons to warrant excusal. Volunteers that object to the examination on religious grounds may also be excused, provided the Secretary of Health does not object.

The results of all required medical examinations shall be made known to the Superintendent or designee on a confidential basis.

#### Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[2]

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[2]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[2]

#### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[11][12]

#### Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

#### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16]

#### Liability Insurance

The district may provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

#### Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Superintendent or designee.

Legal

1. 24 P.S. 510
2. Pol. 824
3. 23 Pa. C.S.A. 6303
4. 23 Pa. C.S.A. 6344
5. 23 Pa. C.S.A. 6344.2
6. Pol. 907
7. 23 Pa. C.S.A. 6344.3
8. 23 Pa. C.S.A. 6344.4
9. 24 P.S. 1418
10. 28 PA Code 23.44
11. 23 Pa. C.S.A. 6311
12. Pol. 806
13. Pol. 123
14. Pol. 123.1
15. Pol. 123.2
16. Pol. 216
- 23 Pa. C.S.A. 6301 et seq