

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: January 24, 2006

REVISED: September 17, 2013

# PALMERTON AREA SCHOOL DISTRICT

916. SCHOOL VOLUNTEERS	
1. Purpose	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.
2. Definitions	<p><b>Volunteer</b> - one who voluntarily offers a service to the school district without compensation.</p> <p>Volunteers can fall into one (1) of two (2) categories as determined by the appropriate building administrator, i.e., short-term or long-term:</p> <ol style="list-style-type: none"> <li>1. <b>Short-term volunteer</b> - one who voluntarily provides a service to the school district on an infrequent basis and/or has limited contact with students. A short-term volunteer will work with students under the direct supervision of a district employee.</li> <li>2. <b>Long-term volunteer</b> - one who voluntarily provides a service to the school district under the direction of a staff member on a recurring basis and/or has repeated contact with students (eight (8) to ten (10) hours per week.) Said service does not necessarily have to be performed on consecutive days. A long-term volunteer may be reasonably expected to work with students without the direct supervision of a district employee.</li> </ol>
3. 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.
4. Guidelines	Short-term volunteers shall complete a volunteer disclosure sheet (see Attachment) and be approved by the appropriate administrator. A record of their names and a brief description of the service performed shall be maintained via the visitor logs at the building level. Completion of a volunteer disclosure sheet shall not be required for certain events at the discretion of the administrator.

SC 111  
23 Pa. C.S.A.  
Sec.6301 et seq

Short-term volunteers who assist in curricular, co-curricular or non-curricular activities under the direct supervision of school staff shall not be required to provide Act 34, Act 151 or Act 114 clearances prior to their performing volunteer service, provided, however, that any volunteer assisting in curricular, co-curricular, or non-curricular activities in the context of overnight or out-of-town field trips, or regularly scheduled short-term volunteer activities who may have direct supervision over students, shall comply with the mandatory criminal history background check requirements under Act 34 of 1985 and the mandatory official clearance statement requirements of Act 151 of 1994. The mandatory federal criminal history record requirements under Act 114 of 2006 will also be required of non-lifetime residents of Pennsylvania. The federal criminal history record requirements can be obtained for the FBI's website at <http://www.fbi.gov/hq/cjisd/fprequest.htm>.

Long-term volunteers who are lifetime residents of Pennsylvania shall be required to:

1. Complete a volunteer disclosure sheet.(See Attachment)
2. Obtain a current (less than one (1) year old) Act 34 State Police Criminal History Background Clearance.
3. Obtain a current (less than one (1) year old) Act 151 Child Abuse History Clearance.
4. In addition to requirements 1-3 above, Long-term volunteers who have not been lifetime Pennsylvania residents shall also comply with the mandatory federal criminal history record requirements under Act 114 of 2006.

A volunteer shall exhibit interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process.

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance which is supportive, when under the supervision of a staff member.

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 which is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time.

<p>5. Delegation of Responsibility</p> <p>SC 1418 Title 28 Sec. 23.44</p>	<p>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.</p> <p>The district's insurance will be in excess of any other insurance which may be available to the volunteer.</p> <p>To assure the proper support for the volunteer programs of the district. The following minimal requirements shall apply:</p> <ol style="list-style-type: none"><li>1. Professional staff in each building that use volunteers in any capacity shall be responsible for orienting the volunteers to perform the specific duties associated with their assignments,</li><li>2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at the site.</li><li>3. Long-term volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history and child abuse background report. If, under the applicable laws or regulations, their criminal history/child abuse report would preclude someone from being hired as an employee, that person may not be a volunteer.</li><li>4. Volunteers shall meet any standards which may be established by federal, state or local government, or by the Board or administration, from time to time. 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 district's professional employees.</li><li>5. Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.</li><li>6. The volunteer shall sign the district's volunteer disclosure sheet acknowledging the receipt and review of this policy.</li></ol> <p>The administration will develop procedures to implement this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1418</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.44</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>
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