

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index	Index No.
8/27/15	908.2R1 of 5/14/15	908.2R2

Title: Volunteers

Purpose: The Pennsbury School District (“the District”) recognizes that community volunteers can make valuable contributions to the educational program in the District. The purpose of volunteers in the District 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 use of community volunteers is endorsed and encouraged by the District, subject to legal requirements and appropriate administrative procedures. The District also recognizes its responsibility to ensure the safety and welfare of school students and personnel in the District.

References: School Code – 24 P.S. Sec. 111, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq., as amended effective on December 31, 2014.

Attachments: Volunteer Affirmation and Disclosure Form

Volunteer FBI Background Waiver Form

Definitions: **Volunteer** – An individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.

Direct Contact With Children – Care, supervision, guidance or control of children or routine interaction with children.

Routine Interaction with Children- interaction with children in a particular class that occurs more than once during an academic year

Visitor – An individual who speaks to, demonstrates in front of, or is otherwise with a group of children in the presence of their teacher, and who has neither direct contact with children, nor routine interaction with children

Some Examples of Visitors: Career Day speakers; parents reading to a class; representatives of veterans' organizations making a presentation to an assembly; scientists demonstrating an experiment.

These are just some examples of visitors. If there are questions about whether an individual is a volunteer or a visitor, please contact the building principal.

Policy:

The Board authorizes the District administration to select and use parents and/or guardians of enrolled students, community members, and others as volunteers or visitors to assist and supplement regular District staff in accordance with this policy.

Under no circumstances shall a volunteer or a visitor be considered an employee of the District. A volunteer or a visitor shall neither earn nor receive wages or other valuable consideration by the District for the performance of volunteer services. The performance of volunteer service or a visit to our students is not a right, but instead a privilege that is provided by the School Board and/or the District administration. The District, in its sole discretion, may discontinue or eliminate the services of any volunteer or a visitor at any time and for any lawful reason or for no reason.

The Board authorizes the District administration to investigate any allegations of impropriety involving a volunteer or a visitor, and authorizes the District Superintendent to involve the Solicitor and/or law enforcement authorities in any such investigation as deemed necessary and appropriate.

No person shall serve as a volunteer, whether directly or indirectly involved in educational activities or in an extracurricular activity, nor shall such person have contact with students during school or school-related activities if: 1) the person has any record that would otherwise prohibit school employment under Sections 111 and 527 of the Public School Code, 24 P.S. §§ 1-111, 5-527 or under the Pennsylvania Child Protective Services Law, 23 Pa. C.S.A. § 6301 et. seq., including but not limited to § 6344(c); (2) the person is prohibited by a court order from having contact with a school district employee, student or volunteer; (3) the person is prohibited from being present on school district property as a result of a court order or written directive from the School Board or the District Superintendent; (4) the District previously revoked the person's volunteer privileges; or (5) the District determines the person's volunteer service

would have a detrimental impact on its educational or extracurricular programs or would adversely impact its ability to recruit or retain other volunteers.

Prior to providing volunteer services, a volunteer shall be required to sign on an annual basis a disclosure statement that he/she has not committed or been convicted of any offense nor is he/she currently charged with any offense under Act 34, Act 151 and Act 114. Such disclosure statement shall be provided to each school in which volunteer service will be performed.

All volunteers shall be required to submit current FBI and Pennsylvania State Police criminal background clearance statements as identified and/or described in Section 111 of the Public School Code, and a child abuse clearance statement as identified and/or described in Section 6555 of the Child Protective Services Law before performing any such volunteer services for the District. These clearances shall be submitted every sixty (60) months. The cost for obtaining these required background clearances shall be incurred by the volunteer.

A prospective volunteer is required to obtain only the Pennsylvania State criminal background and child abuse clearances, and is not required to secure the FBI clearance described above, if, and only if, the following three conditions are met:

1. The prospective volunteer is applying for an unpaid position;
2. The prospective volunteer has been a resident of the Commonwealth of Pennsylvania continuously for the prior ten (10) year period; and
3. The prospective volunteer swears or affirms in writing that the prospective volunteer has never been convicted of a disqualifying crime in the Commonwealth of Pennsylvania or another state, district or foreign nation, or under a former law of the Commonwealth of Pennsylvania.

Volunteers shall supply the required satisfactory Act 34 and Act 151 clearance statements and be cleared by the District Superintendent or his/her designee before any direct contact with school students is permitted.

Visitors are not required to provide the background checks or other documentation described above.

Volunteers and visitors are required to adhere to all applicable rules, regulations, and policies of the District, including but not limited to those concerning confidentiality of student information and students' rights.

Volunteers and visitors shall not be asked nor be required to assume or perform the professional responsibilities of the school staff, but may, under the direction of a staff member who has been granted administrative permission, provide assistance in an identified activity that is supportive, reinforcing or enriching in nature.

Volunteers and visitors shall not view or have access to any records of a personal or confidential nature, unless the volunteer is a school district employee whose duties allow such view or access and who has been assigned to do so by the building principal or his/her designee or, as is appropriate, the teacher to whom the volunteer has been temporarily assigned.

All required clearances for volunteers are to be on file in the District administrative office. All prospective volunteers should submit their required clearances to the relevant school principal, who shall be responsible for submitting clearances to the District Human Resources Department.

The school principal and/or athletic director (if the volunteer service is related to extracurricular activities) shall assume general authority and responsibility over all volunteer service at that school or District site. The principal will also consider the assignment of volunteers based on teacher requests for such assistance. The school principal and/or athletic director, or other designee as directed by the District Superintendent, who use(s) volunteers in any capacity shall be responsible for:

1. Supervising the dissemination and procurement of volunteer applications and required clearances.
2. Reviewing volunteer applications and required clearances.
3. Maintaining records of volunteer applications and clearances.
4. Ensuring volunteer screenings, interviews and/or meetings are conducted, as appropriate.
5. Recruiting and selecting volunteers in accordance with the needs of the school as the principal 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 identified needs in the District school. Such duties must be in accordance with applicable laws and regulations of the Commonwealth of Pennsylvania and must not be in conflict with assigned duties of employees of the District.
7. Assigning duties to the volunteers.

8. Ensuring any necessary training of volunteers to perform the specific duties associated with their volunteer duties.
9. Terminating the volunteer services of any volunteer:
 - a. Who violates school district policy, school rules or guidelines; or
 - b. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the District, the school, the students, and/or the school's personnel and/or other persons.
10. Promptly informing the District Superintendent of the termination of a volunteer.

Volunteers and visitors under all circumstances shall defer to the District administration and professional staff to administer or enforce discipline upon students enrolled in the District.

Except in the case of an emergency, volunteers and visitors, except those properly licensed, shall not administer first aid or other medical assistance to students or District staff.

Volunteers and visitors shall not be permitted to operate any motor vehicle owned by or under the control of the Pennsbury School District, except in emergency circumstances and after approval of the District's Business Administrator.

Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing volunteer services, about the students enrolled in the Pennsbury School District.

Each volunteer shall sign the District affirmation form indicating that he/she has been provided with a copy of, has read, understands and agrees to comply with this policy and administrative guidelines regarding School Volunteers.

Volunteers and visitors transporting students in their personal vehicles may potentially not be covered by the District's liability insurance.

Parents transporting students shall not be considered as volunteers.

Volunteers who are regularly in contact with students ten (10) hours or more per week must provide documentation of a negative tuberculosis test.

**Responsible
Administrator:** Building Principals

VOLUNTEER AFFIRMATION FORM

I, _____, who wish to volunteer at _____
School, hereby affirm that I have been provided with a copy of, have read, understand and agree
to comply with this Board Policy No. 908.2R2 regarding School Volunteers.

Further I swear/affirm that I have not committed or been convicted of any offense nor am
I currently charged with any offense under Act 34, Act 151 and Act 114.

I understand that false statements herein are subject to the penalties of 18 Pa.C.S.A.
§4904 relating to unsworn falsification to authorities.

Signed by: _____

Printed Name: _____

Date: _____

VOLUNTEER FBI BACKGROUND WAIVER FORM

I, _____, who wish to volunteer at _____, hereby swear/affirm that:

1. I am applying for an unpaid position;
2. I have been a resident of the Commonwealth of Pennsylvania continuously for the prior ten (10) year period; and
3. I have never been convicted of a disqualifying crime in the Commonwealth of Pennsylvania or another state, district or foreign nation, or under a former law of the Commonwealth of Pennsylvania.

I understand that false statements herein are subject to the penalties of 18 Pa.C.S.A. §4904 relating to unsworn falsification to authorities.

Signed by: _____

Printed Name: _____

Date: _____