



Section	Community
Title	916 School Volunteers
Code	900
Status	Review in Process
Adopted	TBD

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.

Authority

1. **The Board authorizes the selection and use of parents, community members, and others as volunteers to assist and supplement regular district staff.**
2. The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[\[1\]](#)
3. The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)
4. The Board shall provide authorized long-term volunteers (those with required clearances and Board approval) with the same liability insurance coverage as provided for employees of the district, to cover them in the performance of their volunteer services.
5. The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)
6. All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[7\]](#)

Definitions

1. **The following words and phrases, when used in this policy, shall have the meaning given to them in this section:**
2. **Adult** - an individual eighteen (18) years of age or older.[\[8\]](#)
3. **Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[9\]](#)[\[10\]](#)

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4. **Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.**[\[8\]](#)
5. **A person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.**[\[8\]](#)
6. **Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.**[\[8\]](#)
7. **Visitor - a parent/guardian, adult resident, educator, official or other individuals who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.**[\[11\]](#)
8. **Volunteer** ~~—one who voluntarily offers a service to the school district without compensation.~~ **an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.**[\[10\]](#)
 - a. The two (2) classifications of volunteers are:
 - i. **Position Long Term Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, ~~field trip chaperones~~, tutors, coaches, activity advisor, recess or library aides, etc.
 - ii. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; **field trip chaperones**, collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.
 - b. Volunteers can fall into one of three (3) categories, i.e., Single Event, Short-Term or Long-Term.
 - i. **Single-Event Volunteer** - one who voluntarily provides a service to the school district, without compensation, for a single event which will be completed in one (1) to three (3) school days.



- ii. 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 cumulative time during a school term.
- iii. 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 extended period of time throughout the school year.

Delegation of Responsibility

1. Single-event and short-term volunteers shall be approved by the appropriate building 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 for a period of two (2) years.
2. The Superintendent **or designee** shall approve the names of all long-term volunteers, coaches and advisors or anyone else who may be reasonably expected to be present with students without a district employee present. Long-term volunteers are required to have an Act 34 Criminal History report and an Act 151 Clearance Statement on file in the Human Resources Office.
3. 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.
4. At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.
5. The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use, and supervision of volunteers.

The following text was moved to a separate document as they are procedural in nature. Please click [Administrative Procedure 916](#) to view the language.

Guidelines

~~The basic requirement of volunteer service shall be interested 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's staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member.

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

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 that is conferred by the Board and the administration. As such, any volunteer position or volunteer may be eliminated at any time for any reason or no reason.

To assure the proper support for the volunteer programs of the district, the following minimal requirements shall apply:

1. Each building administrator who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments.
2. The building administrator or designee shall assume general authority and responsibility for all volunteers serving at that site.
3. Long-term volunteers shall comply with the legally mandated employee requirements and procedures for criminal history and child abuse background report, the cost of which to be paid by the district. 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 be a volunteer.
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.

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- ~~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.~~
- ~~6. Each prospective volunteer shall complete and submit a volunteer application.~~
- ~~7. The names of all position volunteers shall be submitted for approval by the Executive Director of Human Resources.~~
- ~~8. The names of all guest volunteers shall be submitted for approval by the building principal or designee.~~
- ~~9. Upon approval, volunteers shall be placed on the list of approved volunteers.~~
- ~~10. Approval shall be required prior to beginning service as a volunteer.~~

Certifications

~~Prior to approval, all position volunteers shall submit the following information:~~

- ~~1. PA Child Abuse History Certification – which must be less than sixty (60) months old. [\[10\]](#)~~
- ~~2. PA State Police Criminal History Record Information – which must be less than sixty (60) months old. [\[10\]](#)~~
- ~~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. [\[9\]](#)[\[10\]](#)[\[12\]](#)~~

~~If a position 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: [\[10\]](#)~~

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

~~The Superintendent or designee Executive Director of Human Resources shall review the information and determine if the 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.~~

~~Position volunteers shall obtain and submit new certifications every sixty (60) months. [\[13\]](#)~~

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~~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.~~[\[10\]](#)

Tuberculosis Test

~~Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.~~[\[14\]](#)[\[15\]](#)

Arrest or Conviction Reporting Requirements

~~Position volunteers shall report to the Superintendent or designee Executive Director of Human Resources, 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.~~[\[12\]](#)

~~The Superintendent or designee Executive Director of Human Resources shall immediately require a position volunteer to submit new certifications if the Superintendent or designee Executive Director of Human Resources 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.~~[\[12\]](#)

~~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.~~[\[12\]](#)

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.~~[\[16\]](#)[\[17\]](#)

Supervision

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

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Training

~~Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.~~[17][18][19][20][21]

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 their 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.~~[22][23]