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| 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.

### **Definitions**

**Volunteer** - one who voluntarily offers a service to the School District, without compensation, on one occasion, from time to time, or ongoing (such as a room parent). Volunteerism also includes chaperoning on a trip when students leave the campus (including walking field trips) and/or stay overnight at a hotel, motel, school, or other arrangements approved by the School District. Volunteers/chaperones who offer their home to students who are visiting our community through such events as District band, state band or foreign exchange are covered under this policy.[\[1\]](#)

**Visitor** - one who enters the school for a specific purpose such as a conference with a teacher/administrator or to attend an assembly/presentation. A visitor does not provide ongoing service to the School District or interact one on one with the children. A visitor does not act in a caretaking role with the children and is not left in the company of the children without approved supervision. In addition, a visitor may or may not be compensated for their services to the District as with an assembly or presentation. A visitor is *not* considered to be a volunteer with the District.[\[2\]](#)

### **Authority**

The Board prohibits discrimination on the basis of race, color, age, creed, religion, non-religion, gender, sexual orientation, gender identity or expression, ancestry, national origin, ethnicity, marital status, pregnancy, handicap, disability, genetic information or any other trait protected by applicable law or ordinance in the school environment and all District programs for volunteers.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular District staff. District Office Administration in collaboration with building principals shall approve volunteers. A record of the Volunteer's name, the Volunteer Registration Form, copies of the clearances, mandated reporter certificate and TB screening shall be maintained in the District Administration Office files as long as the volunteer is active.

The basic requirement of volunteer service shall be 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 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 which 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.

No school director shall serve as a volunteer advisor/coach in any Derry Township School District club, sport or student organization. School directors may volunteer in nonleadership positions and participate in specific club, sport or student organization activities as support volunteers. School directors shall also be permitted to participate as nonofficer members of District affiliated booster clubs provided the governing bylaws allow for such membership. Under no circumstance shall a school director serve as an officer or hold a leadership position in any booster organization, club or student organization affiliated with the School District.

### **Delegation of Responsibility and Guidelines**

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

1. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.
2. Volunteers will undergo a tuberculosis examination, administered in accordance with the regulations of the Advisory Health Board, prior to being placed on the approved volunteer list. [\[3\]](#)[\[4\]](#)
3. All volunteers must be eighteen (18) years of age and shall comply with the legally mandated employee requirements and procedures for a criminal history and child abuse background reports. 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. [\[7\]](#)[\[8\]](#)[\[9\]](#)
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. [\[10\]](#)

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. Volunteers are not permitted to transport students in their personal vehicles.
7. Permission to utilize a volunteer may be revoked at any time by the superintendent of Schools.
8. Volunteers must initially submit the following documents before being approved as a volunteer:
  - Volunteer Registration Form,
  - Pennsylvania Child Abuse History Clearance form (CY113),[\[1\]](#)
  - Pennsylvania State Police Criminal Record Check form (SP4-164),[\[1\]](#)
  - Federal Criminal History Record Information (CHRI),[\[1\]](#)
  - Proof of Mandated Reporter Certification from an approved Pennsylvania Department of Education Provider,
  - Proof of Tuberculosis screening.[\[3\]](#)[\[4\]](#)

9. Volunteers must resubmit the following documents as indicated below to maintain their status as an approved volunteer:[\[11\]](#)

Every Sixty (60) Months

- Pennsylvania Child Abuse History Clearance form (CY113),[\[1\]](#)
- Pennsylvania State Police Criminal Record Check form (SP4-164),[\[1\]](#)
- Federal Criminal History Record Information (CHRI),[\[1\]](#)
- Proof of Mandated Reporter Certification from an approved Pennsylvania Department of Education Provider.

If certifications are not resubmitted within 12 months of expiration

- Proof of Tuberculosis screening.[\[3\]](#)[\[4\]](#)

## Legal

1. [23 Pa. C.S.A. 6344.2](#)
2. [Pol. 907](#)
3. [24 P.S. 1418](#)
4. [28 PA Code 23.44](#)
5. [Pol. 103](#)
6. [Pol. 718](#)
7. [24 P.S. 111](#)
8. [23 Pa. C.S.A. 6301 et seq](#)
9. [22 PA Code 8.1 et seq](#)
10. [24 P.S. 510](#)
11. [23 Pa. C.S.A. 6344.4](#)
- [43 P.S. 333.101 et seq](#)
- [43 P.S. 951 et seq](#)
- [53 P.S. 6926.301 et seq](#)
- [53 P.S. 6926.1901 et seq](#)
- [72 P.S. 7301 et seq](#)
- [29 U.S.C. 201 et seq](#)
- [42 U.S.C. 12101 et seq](#)
- [Pol. 113.4](#)
- [Pol. 123](#)
- [Pol. 123.1](#)
- [Pol. 123.2](#)
- [Pol. 216](#)
- [Pol. 606](#)
- [Pol. 805](#)
- [Pol. 806](#)
- [Pol. 824](#)
- [Pol. 916](#)