

Skip To Main Content



Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Active
Adopted	February 18, 2015
Last Revised	August 10, 2022
Prior Revised Dates	11/18/2015, 03/16/2022

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 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.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

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.[\[1\]](#)

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

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

Adult - an individual eighteen (18) years of age or older.[\[8\]](#)

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, and the Mandated Reporter training.[\[9\]](#)[\[10\]](#)

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[\[8\]](#)

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]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[8]

Visitor - a parent/guardian, adult resident, educator, official or other individual 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, under the direct supervision of school district staff, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[11]

Volunteer - 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]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or an unsupervised 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.
2. **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; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

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 position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board and Human Resources Director.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

The building principal will make recommendations of volunteers to the HASD Board of School Directors. The HASD Board of Directors approves all volunteers.

Upon approval, volunteers shall be placed on the list of approved volunteers.

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 twelve (12) 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.[\[9\]](#)[\[10\]](#)[\[12\]](#)
4. Mandated Reporter Certificate - Evidence of completing three (3)-hour course for Mandated reporter training on recognizing and reporting child abuse (Act 126).[\[13\]](#)
5. Affidavit - to be completed if volunteer has lived in PA for the past ten (10) years (in lieu of FBI clearance).

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 Human Resources Director 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 in the HR Department in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months with the exception of FBI if a continual resident of PA.[\[14\]](#)

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.[\[15\]](#)[\[16\]](#)

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.[\[12\]](#)

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.[\[12\]](#)

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.[\[17\]](#)[\[18\]](#)

Supervision

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

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.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

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 confidentiality of student information, the volunteer should consult with the building principal.[\[23\]](#)[\[24\]](#)

Liability Insurance

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

Acknowledgement

Each volunteer shall affirm in writing that they have been provided with a copy of, have read, understand and agree to comply with this policy.

Senior Volunteer Tax Credit Program

Senior volunteer tax credit programs have been shown to provide necessary supports for academic programs while reducing the burden of property taxes on senior citizens who participate in such programs. The positive contributions of senior volunteers and their teamwork with teachers and students can result in a rewarding experience for all.

The Board establishes a Senior Tax Reduction Incentive Volunteer Exchange Program to allow individuals who are at least sixty-two (62) years of age, who own real property in the district and have resided within the district for at least ninety (90) days, to receive a real property tax credit in exchange for volunteer service in the district, as permitted by state law and this policy.[\[25\]](#)

The district may seek private and public funding sources to support the program.[\[26\]](#)

The Board may adopt and enforce reasonable rules and regulations governing the acceptance and participation of individuals in the program, in accordance with applicable law and Board policy.[\[1\]](#)[\[3\]](#)

All participants in the Senior Tax Reduction Incentive Volunteer Exchange Program shall comply with the guidelines set forth for other volunteers in the district, including, but not limited to, background check certifications, reports, training and confidentiality requirements.[\[3\]](#)[\[27\]](#)

Participants receiving other compensation from the district for their services shall not be eligible for the tax credit. Each volunteer service hour provided by an eligible participant shall be provided with a real property tax credit valued at no less than the minimum hourly wage, as required by law.[\[3\]](#)[\[28\]](#)[\[29\]](#)

The rate of a real property tax credit for a participant shall be established by the Board and may not exceed the total amount of real property taxes that are owed.[\[3\]](#)

The types of services that participants provide through the program must enhance and provide a direct public benefit to the academic program of the district.[\[3\]](#)

The program may not replace or supplant existing employee positions in the district.[\[30\]](#)

Real property tax credits shall not be transferable to another individual.

The Board reserves the right to suspend or discontinue the program at any time; however, participants who have earned real property tax credits shall be entitled to use them in accordance with this policy.

Legal

1. 24 P.S. 510
2. 42 U.S.C. 12101 et seq
3. 53 P.S. 6926.1903
4. 43 P.S. 951 et seq
5. Pol. 103
6. Pol. 718
7. Pol. 824
8. 23 Pa. C.S.A. 6303
9. 23 Pa. C.S.A. 6344
10. 23 Pa. C.S.A. 6344.2
11. Pol. 907
12. 23 Pa. C.S.A. 6344.3
13. 24 P.S. 1205.6
14. 23 Pa. C.S.A. 6344.4
15. 24 P.S. 1418
16. 28 PA Code 23.44
17. 23 Pa. C.S.A. 6311
18. Pol. 806
19. Pol. 123
20. Pol. 123.1
21. Pol. 123.2
22. Pol. 805
23. Pol. 113.4
24. Pol. 216
25. 53 P.S. 6926.1901 et seq
26. 53 P.S. 6926.1906
27. Pol. 916
28. 29 U.S.C. 201 et seq
29. 43 P.S. 333.101 et seq
30. 53 P.S. 6926.1905
- 23 Pa. C.S.A. 6301 et seq
- 53 P.S. 6926.301 et seq
- 72 P.S. 7301 et seq
- Pol. 606

[Policy 916-AR - School Visitors and Volunteers.docx \(21 KB\)](#)

[Policy 916-Attach 1.doc \(29 KB\)](#)

[Policy 916-Attach 2.doc \(208 KB\)](#)