



Book	Policy Manual
Section	7000 Community
Title	Volunteers [AGCS]
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Purpose

The Board of Trustees (Board) supports and encourages the participation of parents/guardians, families, and Charter School community members to enhance the educational, co-curricular, and extracurricular programs of the Charter School.

Authority

The Board may adopt and enforce reasonable rules and procedures governing volunteers and their participation in Charter School programs and activities.[\[1\]](#)

The Board directs that all volunteers shall be informed of conduct that is prohibited and the consequences that may be applied for violation of Board policies, administrative procedures, and Charter School rules.

All volunteers shall be expected to maintain professional, moral, and ethical relationships with Charter School students that are conducive to an effective, safe learning environment.

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.[\[2\]](#)

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.[\[3\]](#)[\[4\]](#)

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[\[2\]](#)

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.[\[2\]](#)

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities. [2]

Visitor - a parent/guardian, adult community member, educator, official or other individuals who is not a Charter School employee or independent contractor, and who visits a Charter School building or attends or participates in an event or activity at the Charter School, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.

Volunteer - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the Charter School, on a full-time or part-time basis, without receiving compensation from the Charter School. A volunteer is not a Charter School employee. [4][5]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position, on a full-time or part-time basis, with the Charter School or a Charter School 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, regular volunteers, homeroom parents, field trip chaperones, tutors, coaches, activity advisors, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the Charter School, without compensation, who: (1) works directly under the supervision and direction of a Charter School administrator, teacher, or other members of the staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist at school concerts, serving as a guest reader to students, collecting tickets at events, working concession stands, participating in "Career Day," etc.

Delegation of Responsibility

The Chief Executive Officer or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative procedures, and Charter School rules.

At the discretion of the Chief Executive Officer or designee, a volunteer's service may be discontinued at any time.

The Chief Executive Officer or designee shall develop administrative procedures 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 Chief Executive Officer or designee.

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

Guest volunteers shall be required to follow the procedures for Charter School visitors.

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 thirty-six (36) months old.[4].
[5]
2. **PA State Police Criminal History Record Information** - which must be less than thirty-six (36) months old.[4][5]
3. **Disclosure Statement for Volunteers** - 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, in accordance with the provisions of law.[3][4][6]
4. **Acknowledgment Statement** - acknowledgment form affirming the volunteer has received and reviewed the Volunteer Policy.
5. If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten-year period, the position volunteer must also submit the following information:
 1. **Federal Criminal History Report** issued at any time since the volunteer established residency in Pennsylvania.

The Chief Executive Officer or designee shall review the information and determine if any information disclosed 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 Charter School employees.

Position volunteers shall obtain and submit new certifications every thirty-six (36) months.[7]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the Charter School in which the student is enrolled and occurring on the Charter 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.[4]

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.[8]
[9][10]

Any volunteer who does not routinely come in direct contact with students for more than ten hours per week does not need to obtain a tuberculosis test. Therefore, it is anticipated that most volunteers will not qualify for mandatory tuberculosis testing. However, any volunteer who expects to routinely interact with students at the Charter School for more than ten hours per week must contact the staff member supervising the activity, the Chief Executive Officer, or the building principal to discuss the application of this policy to their situation. The Chief Executive Officer or building principal has the discretion to determine whether a volunteer must obtain a tuberculosis test prior to volunteering at the Charter School.

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Chief Executive Officer 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.[6]

The Chief Executive Officer or designee shall immediately require a position volunteer to submit new certifications if the Chief Executive Officer 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.[6]

Failure to accurately report such occurrences may subject the position volunteer to consequences up to and including denial of volunteer service and criminal prosecution.[6]

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 procedures.[\[11\]](#).

Supervision

Each volunteer shall be under the supervision of a designated Charter School administrator, teacher, or other members of the Charter School staff.

Training

Volunteers shall attend training sessions, as appropriate to the nature of their volunteer service, if being offered by the Charter School. When training is provided for Charter School employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.

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 his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and administrative procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal or administrator.

Liability Insurance

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

Acknowledgment

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

Legal

[1. 24 P.S. 1716-A](#)

[2. 23 Pa. C.S.A. 6303](#)

[3. 23 Pa. C.S.A. 6344](#)

[4. 23 Pa. C.S.A. 6344.2](#)

[5. 24 P.S. 1724-A](#)

[6. 23 Pa. C.S.A. 6344.3](#)

[7. 23 Pa. C.S.A. 6344.4](#)

[8. 24 P.S. 1418](#)

[9. 24 P.S. 1732-A](#)

[10. 28 PA Code 23.44](#)

[11. 23 Pa. C.S.A. 6311](#)

[23 Pa. C.S.A. 6301 et seq](#)

[PA Dept. of Education School Volunteer FAQs](#)

Cross References

[Policy_1013.4 - Confidentiality of Special Education Student Information \[AGCS\]](#)

[Policy_1022 - Extracurricular Activities \[AGCS\]](#)

[Policy_1022.1 - Concussion Management \[AGCS\]](#)

[Policy_1022.2 - Sudden Cardiac Arrest \[AGCS\]](#)

[Policy_2016 - Student Records \(AGCS\)](#)

[Policy_6006 - Child Abuse \[AGCS\]](#)

[Policy_7007 - Visitors \[AGCS\]](#)

[Policy_6024 - Maintaining Professional Adult/Student Boundaries \[AGCS\]](#)

[DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS.docx \(27 KB\)](#)