



Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Active
Adopted	July 17, 2017

### **Authority**

The Board recognizes that parent and community volunteers can make valuable contributions to the educational program. The use of volunteers is endorsed by the Board, subject to limitations of legal requirements, this policy, and administrative regulations.

### **Delegation of Responsibility**

The Superintendent or designee has the authority to prohibit any individual from being a volunteer within the School District, in accordance with Board guidelines and state and federal law and regulations.

### **Guidelines**

Volunteers shall not be considered district employees or receive wages or any other consideration for volunteer services. The district retains the right to eliminate any volunteer position or remove any person serving as a volunteer at any time.

Volunteers shall not be asked to assume the professional responsibilities of district staff but will assume supportive roles with administrative approval and under the direction of a staff member. Volunteers are to perform only those duties and/or functions assigned to them by the building principal or designee.

Volunteers may be utilized for the purposes of supporting the educational program in areas that may include, but not limited to:

1. Tutoring of students.
2. Supportive supervision of students. This supervision could occur in the classroom, hallways, fieldtrips, and cafeterias.
3. Preparation of instructional materials.
4. Clerical assistance.
5. Classroom assistance.
6. Chaperoning.
7. Athletic and extracurricular assistance.
8. Mentoring
9. Participate in fundraising efforts in the school.

Volunteers are not authorized to administer student disciplinary procedures but will make reports to the teacher or principal of any infractions of the Code of Student Conduct.

Volunteers are not to have access to or handle any materials of a personal or confidential nature. Volunteers will maintain confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers from their presence in the schools.

Volunteer coaches who are not District employees may not solely direct or supervise a team/group of students or an individual student. A coach or volunteer who is a District employee shall be present during all trainings, practices, and/or competitions. All volunteer coaches must adhere to all procedures and training required of district employees.

The administration is authorized to include volunteers under the general liability insurance program and defend the volunteer in legal action arising out of the volunteer activity as long as the volunteer is working within the assigned activity and the limitations imposed as part of this policy or administrative direction.

The Superintendent or designee shall develop and maintain a Volunteer Manual which outlines the District's regulations and procedures of being a volunteer and to which all volunteers must acknowledge and adhere. The Volunteer Manual shall adhere to board policies and state and federal law and regulations. The Volunteer Manual shall be reviewed and updated on an annual basis by the Superintendent or designee.

Qualifications for any volunteer positions shall be determined by the Superintendent or designee and in accordance with administrative regulations. All volunteers will be screened by and work under the general direction of the building principal.

If working in a school building, volunteers must first show photo identification and sign in with the main office before proceeding to their volunteer duties. If volunteering for an activity outside the building or school day, all volunteers must first report to a principal or designee before proceeding to their volunteer duties.

Lists of non-athletic volunteers will be reported to the Board on an annual basis or more often if needed. Athletic volunteers will be recommended by the Athletic Director and the building principal and must be approved by the Board before beginning their involvement with an athletic team. Approval is for one year only.

### **Background Clearances**

Requirements for clearances shall be determined by the Superintendent or designee and shall be in accordance with state regulations and administrative regulations. All volunteer athletic submit clearances to the District prior to being approved as a volunteer.

All volunteers who serve more than ten (10) hours per week will undergo a tuberculosis examination in accordance with the regulations of the Pennsylvania Department of Health upon being placed on volunteer list.

### **Complaints**

Any person with a concern regarding a District volunteer must immediately contact the building principal or designee. The building principal shall inform the Superintendent of the complaint. The building principal shall investigate the complaint and make a report of his/her findings to the Superintendent. All complaints and investigation reports will be kept confidential.

[28 PA Code 23.44](#)

23 PA C.S.A Sec 6301 et seq.

Pol. 000

Pol. 813