



Title: **School Volunteers and Chaperones**

Code: 916

Book: Policy Manual

Section: 900 Community

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 regulations. In order to reasonably ensure the health, safety and welfare of staff and students, clearances for volunteers working directly with students must be obtained.

Definitions

Volunteer – one who voluntarily offers a service to the school district without compensation. Volunteers shall not be asked to assume the professional responsibilities of the school staff. These individuals will be required to have the FBI Act 114, Act 34, and Act 151 clearances, and fill out the Volunteer Application. All clearances must be presented within one (1) year of issue.

Chaperone – one who helps supervise children for a defined short period of time, i.e., field trips, or for an overnight activity, under the supervision of a district employee. Act 34, and Act 151, and FBI Act 114 are also required. Current law will stipulate specific needs necessary.

Extracurricular Volunteer – an unpaid volunteer regularly assisting coaches or instructors in an athletic or extracurricular

activity and providing services on a regular and/or daily basis during a school year. Volunteers may work directly with students. While they are under the direction of a paid staff member, they may, on occasion, have direct contact with students in the absence of direct supervision of a paid staff member. Act 34, Act 114, and Act 151 clearances are required. All clearances must be presented within one (1) year of issue. Volunteers who provide services outside of the regular school year need only to submit Act 34 and Act 151 clearances.

Authority

A volunteer may be approved when, in the opinion of the building principal, the addition of a volunteer will enhance the program which the regular staff is providing to students. The Superintendent shall approve all volunteer designations and chaperones. A record of their names, application, and clearances will be maintained in a central data base at Central Office. All buildings will maintain volunteer logs at the building level for a period of two (2) years. Extracurricular Volunteer lists will be maintained with the Office of the Athletic Director.

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.

Delegation of Responsibility

The Superintendent shall have final approval of all volunteers, chaperones, and extracurricular volunteers who may be reasonably expected to be present with students without a district employee present. A list of volunteers will be approved by the Board at the next scheduled meeting.

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

1. All volunteers shall complete a volunteer application and have the document on file with the appropriate administrator(s).
2. All clearances shall be kept on file in a secured data base at Central Office.
3. Each administrator who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments.
4. The administrator or designee shall assume general authority and responsibility over all volunteers serving within their control.
5. If, under the pertinent laws or regulations, his/her criminal history/child abuse/FBI report would preclude him/her from being hired as an employee, that person may not be a volunteer.
6. Volunteers shall meet any standards which may be established by federal, state or local government, or by the Board or administration. 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 regulations governing the conduct of the district's professional employees.
7. Volunteers will not be permitted to administer student discipline.
8. Volunteers will not be permitted to administer first aid, except in the case of an emergency.

A break in continuous service of at least one (1) fiscal year requires all new clearances.

All volunteers are required to obtain all clearances as required by law every five (5) years.

Volunteers assisting in the classrooms shall be under the direct supervision of classroom teachers and will not plan or deliver instruction.

Volunteers must be at least eighteen (18) years of age and live within district boundaries.

Exceptions to the residency requirements may be granted by the building principal to former district students, former employees, and relatives of a current student.

Volunteers may not transport students in personal vehicles.

Extracurricular volunteers, under the authorization of the extracurricular coach or instructor, may transport students in a district vehicle, provided two (2) or more students are being transported at one time.

Volunteers or chaperones will not be alone with a student in a one-on-one situation at any time with the exception of extracurricular volunteers.

Adopted: **July 15, 2014**

Last Revised: **July 18, 2017**

Legal References:

- [24 P.S. 1418](#)
 - [24 P.S. 510](#)
 - [23 Pa. C.S.A. 6301 et seq](#)
 - [28 PA Code 23.44](#)
 - Pol. 123
 - Pol. 123.1
 - Pol. 216
 - Pol. 806
 - Pol. 824
 - Pol. 907
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