No. 4410
SECTION: PERSONNEL
TITLE: VOLUNTEERS

ADOPTED: 6/21/10
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4/20/21;8/12/25
REVISED: 7/9/14;1/19/16;2/21/23

OXFORD AREA SCHOOL DISTRICT

Purpose
The Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Definitions:

Assistive Volunteer

Any individual who voluntarily provides services to the school district, without compensation, and who: (1) works directly under the supervision and direction of a teacher or administrator employed by the district; and (2) does not have direct student contact, meaning that they do not have care, supervision, guidance or control and routine interaction with children. Examples of assistive volunteer include homeroom parents/guardians; individuals who volunteer to assist in the planning or conducting of classroom celebrations; concert/performance ushers; and individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity.

Independent Volunteer

Any individual who voluntarily provides services to the school district, without compensation, and who: (1) works under the general direction and supervision of a teacher or administrator employed by the district; and (2) *has direct student contact, meaning that they have care, supervision, guidance or control and routine interaction with children.* Examples of independent volunteers include volunteer tutors and chaperones for overnight field trips.

Volunteer Coaches/Sponsors

Any individual who voluntarily provides services to the school district, without compensation, and who: (1) works under the general direction and supervision of a coach or student activity sponsor employed by the district; and (2) *has direct student contact, meaning that they have care, supervision, guidance or control and routine interaction with children*. Examples of volunteer coaches/sponsors include individuals who volunteer to serve on the coaching staff of an athletic team; volunteer athletic trainers or equipment managers; and choreographers, musicians and other individuals who provide instruction to students in the marching band or school musical.

Guidelines

Assistive Volunteers

Assistive volunteers shall be approved by the appropriate building administrator. The building administrator shall also maintain a record of the names and a brief description of the services performed by all assistive volunteers providing services in his/her respective building. This record shall be maintained for a period of two (2) years.

Independent Volunteers and Volunteer Coaches/Sponsors

All independent volunteers shall, upon recommendation by the administrator of the building where the services are to be performed, be approved by the Board prior to providing services to the district.

All volunteer coaches/sponsors shall, upon recommendation by the Athletic Director or Student Activities Coordinator, as applicable, be approved by the Board prior to providing services to the district.

Clearances

All independent volunteers and volunteer coaches/sponsors shall, prior to approval by the Board, submit the original documents or a paper copy of all clearances in a sealed envelope. The sealed envelope is to be provided directly to the District Office or directly to the building principal to forward to the District Office for review and verification. On the front of the sealed envelope the candidate must print:

Attn. HR Dept.
Applicants full name
Email address and/or phone number for contact as needed
Relevant school name
Volunteer activity

1. An original federal criminal history report required by Act 114 (Only assistive volunteers will be exempt from the Federal Criminal Report – Act 114 if they have lived in Pennsylvania continuously for the past 10 years and if they affirm in writing that they have not been convicted of a crime which will prohibit them from working with children).

2. An original criminal history report from the Pennsylvania State Police required by Act 34.

3. An original child abuse history clearance from the Pennsylvania Department of Child Welfare required by Act 151.

4. A signed Arrest/Conviction Report and Certifications Form, PDE 6004, required under Act 24.

All required criminal history reports and child abuse clearances shall be provided in the form and manner proscribed by Act 34, Act 114 and Act 151 of the Pennsylvania Public School Code, and must not be dated more than one (1) year prior to the date of approval by the *Board*. The cost to procure the criminal history and child abuse reports/clearances, *if any,* shall be the responsibility of the volunteer candidate. Directions to obtain clearances are on the district web site under "Employment".

No individual will be approved to serve as an independent volunteer or volunteer coach/sponsor if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from being employed in a Pennsylvania public school under Act 34, Act 114 or Act 151.

Once approved, the independent or volunteer coach/sponsor will be required to provide new clearances every five (5) years unless there is a break in service. However, the Arrest/Conviction Report and Certification Form must be completed yearly.

All independent volunteers and volunteer coaches/sponsors shall be required to take the trainings recommended by the Human Resources director.

The District's Office of Human Resources shall maintain a list of all independent volunteers and volunteer coaches/sponsors approved by the Board, along with copies of all criminal history reports and clearances required by this policy. In addition, each building administrator shall maintain a list of the names and services provided by all independent volunteers who provide services in his/her respective buildings. These records shall be maintained for the duration of the period that the independent volunteer provides services for a period of two (2) years thereafter.

Tuberculosis Examination

All independent volunteers and volunteer coaches/sponsors who have direct contact with students 10 or more hours per week shall comply with Policy 4720 and provide proof that he or she is free of active tuberculosis. The cost of the examination will be the responsibility of the volunteer candidate.

General Requirements

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 that is supportive, when under the direction of a staff member or district employee.

Any school volunteer program that will require additional financial support for 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 that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason or no reason.

The Board shall provide authorized independent volunteers and volunteer

coaches with the same liability insurance coverage as provided for employees of the district, to cover them in the performance of their volunteer services.