

Wissahickon School  
 District  
 Ambler, Pennsylvania 19002

**SECTION: COMMUNITY**

**TITLE: School Volunteers**

FIRST READING: October 26, 2015  
 SECOND READING: November 9, 2015  
 ADOPTED: November 9, 2015  
 REVISED:

<p>1. Purpose                  SC 111                  Title 22                  Sec. 8.1                  23 Pa. C.S.A.                  Sec. 6301 et seq.</p>	<p>The Wissahickon School District (“the District”) recognizes that community volunteers can make valuable contributions to the educational program in the District. The purpose of volunteers in the District schools is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The use of community volunteers is endorsed and encouraged by the District, subject to legal requirements and appropriate administrative procedures. The District also recognizes its responsibility to ensure the safety and welfare of school students and personnel in the District.</p>
<p>2. Definitions                  23 Pa. C.S.A.                  § 6344.2</p>	<p><b>Volunteer</b> – An individual in an unpaid position with the District or a program, activity or service sponsored by the District.</p> <p><b>Program, Activity or Service</b> – Any of the following in which children participate and which is sponsored by the District: (1) a youth camp or program; (2) a recreational camp or program; (3) a sports or athletic program; (4) a community or social outreach program; (5) an enrichment or educational program; or (6) a troop, club or similar organization. The term “sponsored by the District” means funded in whole or in part by the District either directly or indirectly through a student organization approved by the Board, or directly supervised by a District employee or contractor acting within the scope of their employment or contractual relationship, excluding building and/or facility usage, with the District.</p>
<p>3. Authority</p>	<p><b>Direct Volunteer Contact With Children</b> – The care, supervision, guidance or control of children and routine interaction with children.</p> <p><b>Routine Interaction</b> – Regular and repeated contact that is integral to a person’s volunteer responsibilities.</p> <p>The Board authorizes the District administration to select and use parents and/or guardians of enrolled students, community members, and others as volunteers to assist and supplement regular District staff in accordance with this policy.</p>

<p>SC 111, 527 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>4. Guidelines SC 111 Title 22 Sec. 8.1 23 Pa. C.S.A. Sec. 6301 et seq.</p>	<p>Under no circumstances shall any volunteer be considered an employee of the District. A volunteer shall neither earn nor receive wages or other valuable consideration by the District for the performance of volunteer services. The performance of volunteer service is not a right, but instead a privilege that is provided by the School Board and/or the District administration. The District, in its sole discretion, may discontinue or eliminate the services of any volunteer at any time and for any lawful reason or for no reason.</p> <p>The Board authorizes the District administration to investigate any allegations of impropriety involving a volunteer, and authorizes the District Superintendent to involve the Solicitor and/or law enforcement authorities in any such investigation as deemed necessary and appropriate.</p> <p>No person shall serve as a volunteer, whether directly or indirectly involved in educational activities or in an extracurricular activity, nor shall such person have contact with students during school or school-related activities if: 1) the person has any record that would otherwise prohibit school employment under Sections 111 and 527 of the Public School Code, 24 P.S. §§ 1-111, 5-527 or under the Pennsylvania Child Protective Services Law, 23 Pa. C.S.A. § 6301 et. seq., including but not limited to § 6344(c); (2) the person is prohibited by a court order from having contact with a school district employee, student or volunteer; (3) the person is prohibited from being present on school district property as a result of a court order or written directive from the School Board or the District Superintendent; (4) the District previously revoked the person’s volunteer privileges; or (5) the District determines the person’s volunteer service would have a detrimental impact on its educational or extracurricular programs or would adversely impact its ability to recruit or retain other volunteers.</p> <p>Volunteers shall also comply with Board Policy No. 806 (“Child Abuse”).</p> <p>This policy shall be effective immediately.</p> <p>Prior to providing volunteer services, a volunteer shall be required to sign on an annual basis a disclosure statement that he/she has not committed or been convicted of any offense nor is he/she currently charged with any offense under Act 34, Act 151 and Act 114. Such disclosure statement shall be provided to each school in which a volunteer service will be performed.</p> <p>All adult volunteers who are applying for or holding an unpaid position as a volunteer with a school or a program, activity or service, as a person (1) responsible for the welfare of one or more children, or (2) responsible for the care, supervision guidance, or control of children and who have direct</p>
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<p>23 Pa. C.S. §6344.2(b.1)(1)</p>	<p>volunteer contact with children, shall be required to submit current FBI and Pennsylvania State Police criminal background clearance statements (also referred to as certifications) as identified and/or described in Section 111 of the Public School Code, and a child abuse clearance statement (also referred to as a certification) as identified and/or described in Section 6555 of the Child Protective Services Law before performing any such volunteer services for the District. These clearances/certifications shall be submitted every sixty (60) months. The cost for obtaining these required background clearances/certifications, if any, shall be incurred by the volunteer.</p>
<p>23 Pa.C.S. §6344.2(f)</p>	<p>A prospective volunteer who is required to submit clearance statements/certifications before performing any volunteer services, is only required to obtain the Pennsylvania State criminal background and child abuse clearances/certifications, and is not required to secure the FBI clearance/certification, if (1) the prospective volunteer is applying for an unpaid position, (2) the prospective volunteer has been a resident of the Commonwealth of Pennsylvania continuously for the prior ten (10) year period or, if not a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten (10) year period, has received FBI background certification under section 6344(b)(3)(relating to FBI background clearances/certifications for school employees having contact with children) at any time since establishing residence in the Commonwealth of Pennsylvania and provides a copy of the certification to the District, and (3) the prospective volunteer swears or affirms in writing that the prospective volunteer has never been convicted of a disqualifying crime in the Commonwealth of Pennsylvania or another state, district or foreign nation, or under a former law of the Commonwealth of Pennsylvania.</p>
<p>23 Pa. C.S. §6344.2(b.1)(3)</p>	<p>A volunteer who would be required to submit clearance statements/certifications before performing any volunteer services, but who is not domiciled in the Commonwealth of Pennsylvania, may serve on a provisional basis not to exceed a total of 30 days in a calendar year if the volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled. The non-resident volunteer must provide the District with documentation of certifications prior to providing volunteer services for the District.</p> <p>A prospective volunteer shall not be required to obtain any of the required certifications if the prospective volunteer is currently enrolled as a student in a school, is not responsible for the welfare of one or more children, is volunteering for an event sponsored by the school in which he/she is enrolled, the event is occurring on school grounds, and the event is not for children who are in the care of a child-care service.</p>

Volunteers who are required to submit clearance statements/certifications shall supply their required satisfactory Act 34 and Act 151 clearance statements and be approved by the District Superintendent or his/her designee before any direct volunteer contact with school students is permitted. Volunteers are required to adhere to all applicable rules, regulations, and policies of the District, including but not limited to those concerning confidentiality of student information and students' rights.

Volunteers shall not be asked nor be required to assume or perform the professional responsibilities of the school staff, but may, under the direction of a staff member who has been granted administrative permission, provide assistance in an identified activity that is supportive, reinforcing or enriching in nature.

Volunteers shall not view or have access to any records of a personal or confidential nature, unless the volunteer is a District employee whose duties allow such view or access and who has been assigned to do so by the building principal or his/her designee or, as is appropriate, the teacher to whom the volunteer has been temporarily assigned.

All required clearances/certifications are to be on file in the District administrative office.

The school principal and/or athletic director (if the volunteer service is related to extracurricular activities) shall assume general authority and responsibility over all volunteer service at that school or District site. The principal will also consider the assignment of volunteers based on teacher requests for such assistance. The school principal and/or athletic director, or other designee as directed by the District Superintendent, who use(s) volunteers in any capacity shall be responsible for:

1. Supervising the dissemination and procurement of volunteer applications and required clearances/ certifications.
2. Reviewing volunteer applications and required clearances/ certifications.
3. Maintaining records of volunteer applications and clearances/ certifications.
4. Ensuring volunteer screenings, interviews and/or meetings are conducted, as appropriate.
5. Recruiting and selecting volunteers in accordance with the needs of the school as the principal shall determine, including the number of volunteers providing service in any one area.

6. Developing a list of duties which would be performed by volunteers in accordance with the identified needs in the District school. Such duties must be in accordance with applicable laws and regulations of the Commonwealth of Pennsylvania and must not be in conflict with assigned duties of employees of the District.
7. Assigning duties to the volunteers.
8. Ensuring any necessary training of volunteers to perform the specific duties associated with their volunteer duties.
9. Terminating the volunteer services of any volunteer:
  - a. Who violates District policy, school rules or guidelines; or
  - b. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the District, the school, the students, and/or the school's personnel and/or other persons.
10. Promptly informing the District Superintendent of the termination of a volunteer.

Volunteers under all circumstances shall defer to the District administration and professional staff to administer or enforce discipline upon students enrolled in the District.

Except in the case of an emergency, volunteers, except those properly licensed, shall not administer first aid or other medical assistance to students or District staff.

Volunteers shall not be permitted to operate any motor vehicle owned by or under the control of the District, except in emergency circumstances and after approval of the District's Business Administrator.

Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing volunteer services, about the students enrolled in the District.

Each volunteer shall sign the District affirmation form indicating that he/she has been provided with a copy of, has read, understands and agrees to comply with this policy and administrative guidelines regarding School Volunteers.

Volunteers transporting students in their personal vehicles may potentially not be covered by the District's liability insurance.

	<p>Parents transporting students shall not be considered as volunteers.</p> <p>Volunteers who are regularly in contact with students ten (10) hours or more per week must provide documentation of a negative tuberculosis test.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq., as amended effective on December 31, 2014.</p>
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