



	<p><b>Tier I Volunteers</b> - those volunteers who will be responsible for a child's welfare or will have direct volunteer contact with children.</p> <p><b>Tier II Volunteers</b> - those volunteers who will not be responsible for a child's welfare or have direct volunteer contact with children.</p> <p><b>Visitor</b> – any person who is in the school building or on school property for a specific time or a specific event. Every visitor is to adhere to District policies and regulations regarding school visitors cross-referenced below. [S.P. 907]</p> <p><b>Volunteer</b> – an adult who voluntarily offers and provides a service to the School District without receiving compensation. Volunteers can fall into one (1) of two (2) categories, those being Tier I and Tier II volunteers, as defined herein. School District employees who volunteer their services to the School District are not subject to the definitions in this section, but are subject to the remaining contents of this policy unless otherwise indicated.</p> <p><b>Volunteer services</b> – services performed for the District without expectation of remuneration and not in the capacity of an employee of the District, or as a contractor or employee of a contractor of the District.</p>
3. Authority	<p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular District staff.</p>
4. Delegation of Responsibility	<p>The Superintendent's designee shall assume general authority and responsibility over all volunteers serving a school or site. The Superintendent's designee who use(s) volunteers in any capacity shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Supervising the dissemination and procurement of volunteer applications and certifications.</li> <li>2. Reviewing volunteer applications and required certifications.</li> <li>3. Maintaining a file of applications and certifications.</li> <li>4. Ensuring volunteer intakes are conducted, as appropriate.</li> <li>5. Recruiting and selecting volunteers in accordance with the needs of the school as the principal and staff shall determine, including the number of volunteers providing service in any one (1) area.</li> <li>6. Developing a list of duties which would be performed by volunteers in accordance with the identified needs in his/her school. Such duties must be in accordance with applicable Pennsylvania laws and</li> </ol>

<p>5.Guidelines</p>	<p>regulations and must not be in conflict with assigned duties of employees of the District.</p> <ol style="list-style-type: none"> <li>7. Assigning duties to the volunteers.</li> <li>8. Ensuring any necessary training of said volunteers to perform the specific duties associated with their assignments.</li> <li>9. Terminating the services of any volunteer: <ol style="list-style-type: none"> <li>a. Who violates School District policy, school rules, or guidelines.</li> <li>b. Whose presence and/or actions are deemed to constitute a danger or threat to the-District, the school, the students, and/or the school's personnel.</li> </ol> </li> <li>10. Informing the Superintendent in a timely manner of the termination of a volunteer.</li> </ol> <p><u>Volunteer Obligation to Obtain Certifications:</u></p> <p>Pursuant to Pennsylvania law, certain volunteers are required to obtain FBI, State Police, and Department of Human Services certifications, and will be required to renew those certifications every sixty (60) months.</p> <p>The District respects the privacy of volunteer applicants, and will hold all certification results in strict confidence to the extent permitted by law. There will be only limited personnel access approved by the Superintendent or his/her designee to certification files on a "need-to-know" basis.</p> <p><b>Tier I Volunteers</b></p> <p>Tier I Volunteers must have certifications dated less than sixty (60) months prior to appointment.</p> <p>All Tier I Volunteers have an ongoing obligation to renew their certifications every sixty (60) months from the date of their oldest certification.</p> <p>If a Tier I Volunteer has been a resident of Pennsylvania for the entirety of the previous ten-year period and swears or affirms in writing that he or she is not disqualified from service and has not been convicted of a prohibited offense listed in existing law or a similar offense in another jurisdiction, only the State Police and DHS certifications will be required. If a Tier I Volunteer is a resident of Pennsylvania but has not resided in Pennsylvania for the entirety of the previous ten-year period, that individual must obtain an FBI criminal history background check only once, and not at successive intervals until that individual has satisfied the ten-year continuous residency</p>
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requirement in Pennsylvania.

Employers, administrators, supervisors or other persons responsible for the selection of volunteers may allow a Tier I Volunteer, who is not a Pennsylvania resident, to 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 certification standards under the law of the jurisdiction in which he or she is domiciled. The non-resident volunteer must provide the employer, administrator, supervisor or other person responsible for selection of volunteers with documentation of certifications.

### **Tier II Volunteers**

Tier II Volunteers do not need certifications.

Under no circumstances shall a volunteer be considered an employee of the District.

A volunteer shall receive no wages for the performance of volunteer services.

The Volunteer position is not a right, but rather a privilege. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible School District administrator(s).

Volunteers do not assume the responsibilities of District staff but may, under the direction of the school principal(s) and teachers, provide assistance in an approved and appropriate school level activity, such as tutoring, demonstrating, chaperoning, monitoring, speaking, reading, and similar activities.

Volunteers are not legally empowered to regulate student behavior by performing or imposing disciplinary measures, unless the volunteer is a District employee whose scope of employ allows such and who has been assigned to do so by the building principal designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.

The basic desired qualifications or characteristics for a person offering volunteer services 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.

At all times, all volunteers are to perform only those duties and/or functions

assigned to them by the school principal or designee or, in appropriate cases, the teacher to which they have been temporarily assigned. Volunteers, who are not employed as such, shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.

Volunteers are not to have access to or handle any materials of a personal or confidential nature, unless the volunteer is a District employee whose job allows such and who has been assigned to do so by the building principal or designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.

As a means of gathering pertinent information, each volunteer will complete a standard application prior to approval. Such applications will be maintained in a school file.

All required clearances are to be on file in the District Administration office.

Volunteers shall be expected to comply with all of the following rules.

1. Each volunteer will exhibit those behaviors considered appropriate for interaction with-District students, staff, other volunteers and the public while performing school-related functions. These behaviors include, but are not limited to:
  - a. Maintaining a warm, caring, child-centered attitude.
  - b. Respecting the roles of school employees.
  - c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in the school.
  - d. Following District policy and school rules, including the directions of the school principal and professional employee to whom they are assigned.
2. Volunteers shall meet any standards which may be established by federal, state or local government, or by the Board and/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 guidelines governing the conduct of the District's professional employees and support staff.
3. A program will be provided to volunteers that includes references to District policies.

4. Because of their influence as role models, volunteers will refrain from using tobacco, alcohol or controlled substances, or being under the influence of alcohol or controlled substances, when they interact with students during school activities, including those that take place outside of the school building.
5. Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency. The exception shall be a School District employee whose job allows such and who has been assigned to do so by the building principal or designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.
6. No volunteer will be requested or required to transport students in District and/or personal vehicles as part of his/her duties as a volunteer. Volunteers who transport students in personal vehicles are not covered by insurance provided by the District. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own insurance carrier. Volunteers must request and obtain prior approval from the Superintendent or designee in order to transport students in personal vehicles and such requests shall be reviewed on a case-by-case basis.
7. Volunteers will undergo a tuberculosis examination in accordance with the regulations of the Pennsylvania Department of Health.
8. As referenced, volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history/child abuse report. If, under the pertinent laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not serve as a volunteer. However, the District may deny an application to volunteer based upon the existence of a conviction of any criminal offense deemed by the District to preclude voluntary service to the District.

#### Reporting Requirements for Volunteers

All volunteers must report new arrests or convictions for any offense that would create a ban on employment or volunteer work with children to an administrator in writing within seventy-two (72) hours. If a person responsible for employment decisions or an administrator has a reasonable belief that any volunteer was arrested or convicted for an offense that would constitute grounds for denying employment, or was named as a perpetrator in a

founded or indicated report of child abuse, or the volunteer has provided notice as required under the act, the employer or administrator must immediately require that individual to submit current FBI, state police, and DPW certifications. If any volunteer does not disclose arrests or convictions as required, s/he will be terminated immediately from all services to the District.

Volunteer Coaches/Advisors

When, in the opinion of the school principal, the addition of a volunteer coach or advisor will enhance the support and training which the regular coaching or advisory staff is providing to students participating in the activity, a volunteer coach or advisor may be utilized.

The Board hereby sets forth the terms and conditions by which a volunteer coach/advisor may be utilized during a competitive extracurricular activity and any training and practices thereof:

1. All volunteer coaches and advisors must make formal application through the completion of the volunteer application.
2. All volunteer coaches and advisors, prior to their assumption of the position and/or duties as a volunteer coach, unless they are a current school employee with certifications already on file, must submit to the District the same certifications as all other Tier I volunteers, PDE form 6004, and the results of a tuberculin test.
3. A person may not assume the position of volunteer coach or advisor, render any services, or assume any responsibility of a volunteer coach or advisor until and unless the terms of this policy have been accomplished.
4. Permission to utilize a volunteer coach or advisor may be revoked at any time by the school principal.
5. The head coach, director or advisor will assume responsibility for the actions and training of a volunteer coach or advisor.
6. A volunteer coach or advisor, with the exception of a volunteer who is a School District employee, may not solely direct or supervise a team, a group of students, or an individual student belonging to a team. A head coach, director or advisor and/or assistant coach or advisor and/or volunteer who is a School District employee shall be present during all training sessions, practices and/or competitions.
7. The head coach, director or advisor must forward to the school

principal a request for permission to use a volunteer coach or advisor. This request must include the name of the volunteer, name of the extracurricular activity, a rationale statement, and a statement of need.

8. The school principal will make a decision to recommend or deny the request.
9. Permission, when granted, is for one (1) season only. The process for approval must be completed each year.

Legal

22 PA Code 8.1 et seq

23 Pa. C.S.A. 6301 et seq

24 P.S. 111

24 P.S. 1418

24 P.S. 510

28 PA Code 23.44

Pol. 123

Pol. 806

Pol. 907