

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
--

Section: Community

Title: School Volunteers

Date Adopted: 17 October 2011

Date Last Revised: 7 December 2015

916. SCHOOL VOLUNTEERS

.1 The purpose of volunteers in the 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 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 procedures.

.2 **Volunteer** One who voluntarily offers and provides a service to the school district without receiving compensation. Volunteers can fall into one of the following categories: single-event, short-term, long-term, or overnight chaperone volunteer.

Single-Event Volunteer One who voluntarily provides service to the school district, without compensation, for a single event which will be completed in one (1) to three (3) school days.

Short-Term Volunteer One who voluntarily provides a service to the school district, without compensation, on an occasional basis from 4 school days and not exceeding three (3) weeks in the aggregate during a school term.

Long-Term Volunteer One who voluntarily provides a service to the school district, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days. The intent, however, is to use a long-term volunteer over an aggregate period of time exceeding three (3) weeks throughout the entire school year.

Overnight Chaperone Volunteer One who voluntarily provides a service to the school district without compensation to chaperone any overnight activity or trip, either on or off school grounds.

.3 The Board authorizes the selection and use of parents, community members, and others as volunteers to assist and supplement regular school district staff.

Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration which has a monetary value for the performance of

916. SCHOOL VOLUNTEERS - Pg. 2

volunteer services. 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 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).

The Board shall approve all volunteers or any other person(s) who may be reasonably expected to be present with students without a school district employee present. Any such volunteer is required to have a Pennsylvania State Police Criminal Record Check, FBI Clearance Registration Number (or Volunteer Affidavit, if applicable), and a Child Abuse History Clearance (each of which shall be no more than one year old as of the volunteer’s date of application and must be renewed every five years as per the date on each clearance) on file in the school district office and at the school building office in which s/he is volunteering and a review of the candidate on the Megan’s Law website by the principal. Once approved, a volunteer may be issued a temporary school district identification badge which must be visibly worn at all times in accordance with District policy while performing volunteer service on behalf of the school district.

.4 Single-event and short-term volunteers shall be approved by the school principal. A record of their names and a brief description of the service performed shall be maintained via the visitor logs at the building level until the end of the current school year. All such services are to be performed under the direction of and in the presence of a school district employee unless board approved. Volunteers do not assume the responsibilities of school 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 similarly appropriate activities.

Documentation for volunteers to submit shall be required as follows:

	Criminal Record, FBI * & Child Abuse Clearances	PDE-6004 Form	Board Approval	Megan’s Law	Mandated Reporter Training	Confidentiality Agreement	Volunteer Acknowledgement Form
Single Event	Yes	Yes	No	Yes	Yes	Yes	Yes
Short Term	Yes	Yes	No	Yes	Yes	Yes	Yes
Long Term	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Overnight Chaperone	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* If a volunteer completes, signs, and submits the “Volunteer Affidavit” affirming that he/she has resided in Pennsylvania for at least the past 10 years and also that he/she has not committed any of the offenses defined in Section 6344C, that volunteer will not need to complete and submit the Act 114 FBI Clearance.

The basic desired qualifications or characteristics for a person offering volunteer services shall be an interest in the educational program, enjoyment in helping children, and a sincere belief that, by

916. SCHOOL VOLUNTEERS - Pg. 3

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, which is supportive, under the direction of a staff member.

Any school volunteer program which will require additional financial support from the school district budget will require a formal recommendation from the Superintendent and approval by the Board prior to implementation.

Volunteers are not to have access to or handle any materials of a personal or confidential nature. 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.

At all times, volunteers are to perform only those duties and/or functions assigned to them by the school principal or, in appropriate cases, the teacher to which they have been temporarily assigned.

To assure the proper use of volunteers in the school district, the following minimal requirements shall apply:

1. The school principal shall assume general authority and responsibility over all volunteers serving the students attending the school **over which principal has jurisdiction**. The principal will also base his/her assignment of volunteers on teacher requests for such assistance. A school principal who uses volunteers **under his/her jurisdiction** shall be responsible for:
 - a. Supervising the dissemination and procurement of volunteer applications and clearances.
 - b. Reviewing volunteer applications and required clearances.
 - c. Maintaining a file of applications and clearances.
 - d. Insuring volunteer intakes are conducted, as appropriate.
 - e. 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 area.
 - f. 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 School Laws of Pennsylvania and must not be in conflict with assigned duties of employees of the school district.
 - g. Assigning duties to the volunteers.
 - h. Ensuring any necessary training of said volunteers to perform the specific duties associated with their assignments.
 - i. Terminating the services of any volunteer:
 1. Who violates school district policy, school rules, or program guidelines.
 2. Whose presence and/or actions are deemed to be not appropriate or constitute a danger or threat to the school district, the school, the students, and/or the school's personnel.
 - j. Notifying the Superintendent of the termination of a volunteer.
2. Each volunteer will exhibit those behaviors considered appropriate for interaction with school district students, staff, other volunteers and the public while performing school-related functions. These behaviors include, but are not limited to:

916. SCHOOL VOLUNTEERS - Pg. 4

- 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 school district policy and school rules, including the directions of the school principal.
3. 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 school district's professional employees and support staff.
4. Because of their influence as role models, volunteers must 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.
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 without superintendent approval. Volunteers transporting students in school-vehicles shall be covered by school insurance; however, volunteers transporting students in personal vehicles are not covered by school insurance, rather coverage is through the volunteer's own personal auto insurance policy. 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.
7. Volunteers who require board approval shall comply with the legally mandated employee requirements and procedures for a criminal history clearance at his/her expense. If, under the pertinent laws or regulations, his/her criminal history report would preclude him/her from being hired as an employee, that person may not serve as a volunteer.

References:

School Code – 24 P.S. Sec. 111

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 PA C.S.A. Sec. 6301 et seq.

Board Policy – 216, 624

Act 153 of 2014

Attachment 1

Bloomsburg Area School District

VOLUNTEER ACKNOWLEDGEMENT AND STATEMENT OF CONFIDENTIALITY

I hereby acknowledge that, in connection with my volunteer services, I have received a copy of the Bloomsburg Area School District Volunteer Policy. I have read and understand the policy and I hereby agree to comply with and be bound by the policy.

I also understand that in the course of volunteer service with the Bloomsburg Area School District, I have a responsibility to maintain the confidentiality of any employee or student information that I may have available to me in any form. I understand that it is my responsibility to assure rights and confidentiality of information, both written and verbal. I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and, if substantiated, shall result in termination of volunteer involvement with the school district, and may result in legal action.

I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Signature

Date

Volunteer Name (printed)

Witness (BASD Employee)

916. SCHOOL VOLUNTEERS - Pg. 6

Attachment 2

**Bloomsburg Area School District
VOLUNTEER AFFIDAVIT**

(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

Name: _____ Date: _____

I, _____ (Name) hereby attest that all information provided below is correct and current. I understand that if this any false statements can and will be punishable by law.

1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from _____ [date ten years prior to current date], to the current date of this application.
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.
 - Chapter 25 (relating to criminal homicide).
 - Section 2702 (relating to aggravated assault).
 - Section 2709.1 (relating to stalking).
 - Section 2901 (relating to kidnapping).
 - Section 2902 (relating to unlawful restraint).
 - Section 3121 (relating to rape).
 - Section 3122.1 (relating to statutory sexual assault).
 - Section 3123 (relating to involuntary deviate sexual intercourse).
 - Section 3124.1 (relating to sexual assault).
 - Section 3125 (relating to aggravated indecent assault).
 - Section 3126 (relating to indecent assault).
 - Section 3127 (relating to indecent exposure).
 - Section 4302 (relating to incest).
 - Section 4303 (relating to concealing death of child).
 - Section 4304 (relating to endangering welfare of children).
 - Section 4305 (relating to dealing in infant children).
 - A felony offense under section 5902(b) (relating to prostitution and related offenses).
 - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
 - Section 6301 (relating to corruption of minors).
 - Section 6312 (relating to sexual abuse of children).
 - The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
 - A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Volunteer's Signature: _____ Date: _____

Witness's Signature: _____ Date: _____