

**BRANDYWINE  
HEIGHTS AREA  
SCHOOL DISTRICT**

SECTION: COMMUNITY  
TITLE: SCHOOL VOLUNTEERS  
ADOPTED: June 23, 2008  
REVISED: June 23, 2008

918. SCHOOL VOLUNTEERS	
1. 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 procedures.
2. Definitions	<p><b>Volunteer</b> – one who voluntarily offers a service for the district without compensation and who, otherwise, meets the requirement of this policy. A volunteer must be at least eighteen (18) years of age.</p> <p>Volunteers can fall into one (1) of two (2) categories as determined by the appropriate building administrator, i.e., short-term or long-term:</p> <ol style="list-style-type: none"> <li>1. <b>Short-Term Volunteer</b> – one who voluntarily provides a service for the district on an infrequent basis and/or has limited contact with students. A short-term volunteer will work with students under the direct supervision of a district employee.</li> <li>2. <b>Long-Term Volunteer</b> – one who voluntarily provides a service to the district on a recurring basis and/or has substantial contact with students. Said service does not necessarily have to be performed on consecutive days. A long-term volunteer may be reasonably expected to work with students and/or without the direct supervision of a district employee. Any volunteer who accompanies students on an overnight trip shall be deemed to be a long-term volunteer.</li> </ol>
3. Authority	<p>The Board authorizes the selection and use of parents, community members, and others as volunteers to assist and supplement regular district staff.</p> <p>Long-term volunteers shall be required to:</p> <ol style="list-style-type: none"> <li>1. Complete a volunteer disclosure statement.</li> <li>2. Obtain a current (less than one (1) year old) Act 34 State Police Criminal History Background Clearance (cost to be paid by the district).</li> </ol>
SC 111	

<p>23 Pa. C.S.A. Sec. 6301 et seq</p>	<ol style="list-style-type: none"> <li>3. Obtain a current (less than one (1) year old) Act 151 Child Abuse History Clearance (cost to be paid by the district).</li> <li>4. Obtain a current (less than one (1) year old) Tuberculin Test (administered by the district).</li> <li>5. Be approved by the Board.</li> <li>6. All coaching volunteers must have their clearances turned in and have Board approval prior to the start of the season. No one is allowed to be a volunteer coach without this approval.</li> </ol> <p>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.</p> <p>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.</p> <p>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; without altering a person’s status as a volunteer, the applicable building principal, in his/her sole discretion, may reimburse costs incurred by volunteers. 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 or volunteer may be eliminated at any time for any reason or no reason.</p> <p>The Board shall provide volunteers with the same liability insurance coverage as provided for employees of the district, to cover them in the performance of their volunteer services.</p>
<p>4. Delegation of Responsibility</p> <p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>To assure the proper support for the volunteer programs of the district, the following minimal requirements shall apply:</p> <ol style="list-style-type: none"> <li>1. Each building administrator or designee who uses volunteers in any capacity shall be responsible for training the volunteers to perform the specific duties associated with their assignments.</li> <li>2. Long-term volunteers shall comply with the requirements and procedures for a criminal history and child abuse background report, the cost of which will be paid by the district and a tuberculin test. If, under the applicable laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not be a volunteer.</li> </ol>

<p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p>	<ol style="list-style-type: none"><li>3. Volunteers shall meet any standards that may be established by federal, state, or local government, or by the Board or administration, from time to time. 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.</li><li>4. 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.</li><li>5. The volunteer shall sign a receipt acknowledging the receipt and review of this policy and the policy relative to confidentiality issues regarding students in the district.</li><li>6. Confidentiality – No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, about the students enrolled in the district.</li><li>7. If time constraints prevent the district from obtaining any volunteer's Act 34 Criminal History Report or Act 151 (Child Abuse) Clearance Statement prior to the event or time period for which a volunteer renders services, the district may require the volunteer to sign a Volunteer Disclosure form pending receipt of the volunteer's Act 34 Criminal History Report Act 151 or (Child Abuse) Clearance Statement.</li></ol> <p>The administration will develop procedures to implement this policy.</p> <p>Forms:</p> <ul style="list-style-type: none"><li>• Volunteer Acknowledgement - 918 Attachment 1</li><li>• Volunteer Disclosure - 918 Attachment 2</li></ul>
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