

# PENN-DELCO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: July 22, 2015

REVISED:

<p>1. Purpose</p> <p>2. Definitions</p> <p>23 Pa.C.S.A. §6344.2; 23 Pa.C.S.A. §6303</p> <p>3. Policy Statement and Requirements</p>	<p style="text-align: center;">916. VOLUNTEERS</p> <p>The Board recognizes that volunteers can make valuable contributions to the school district. The Board encourages the use of volunteers subject to the requirements of Applicable Law and this policy.</p> <p>When used in this policy, the following terms shall have the following meanings unless the context clearly indicates otherwise:</p> <p>“Volunteer” means an adult performing an unpaid service as a volunteer: (1) responsible for the welfare of a child or children; or (2) having direct contact with children; or 3) on behalf of the school or a volunteer organization affiliated with the district at a location or event where children are present.</p> <p>“Direct contact with children” means: (1) the care of a child or children; (2) the supervision of a child or children; (3) the guidance of a child or children; (4) the control of a child or children.</p> <p>“Visitor” means a parent, guardian, community member or interested educator who is visiting the school to participate in an event or observe an event, who is not providing any paid services to the district or its students, and who has no responsibilities for the welfare of a child or children.</p> <p>1. The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff. This policy does not apply to visitors.</p> <p>2. Any volunteer program or activity, which requires financial support from the district budget, shall require approval by the Board prior to implementation.</p> <p>3. The volunteer position is not a right, but rather a privilege that is conferred by the Board. Any such position may be eliminated at any time.</p> <p>4. Except as provided below, at all times a teacher, district employee or contractor</p>
---	---

shall be responsible for the welfare, care, control and guidance of the child or children. The exceptions to a teacher, district employee or contractor being responsible for the welfare, care, control and guidance of the child or children are:

- a) Where the volunteer drives one or more children, other than a child or member of the individual's household to an event or function at the request of the School;
- b) Where the volunteer is requested to chaperone a trip that is overnight;

5. Volunteers may undertake activities such as, but not limited to, those listed below, provided that such activities are under the direction of a teacher, district employee or contractor:

- a) Tutoring
- b) Assisting in supervising students
- c) Coaching, advising or directing student clubs/activities

6. Administrators using volunteers shall be responsible for each of the following:

- a) Determining qualifications for the positions;
- b) Ensuring that required background clearance documents are obtained and reviewed;
- c) Ensuring that no individual is allowed to be a volunteer if the volunteer is disqualified under applicable law;
- d) Ensuring that required background clearance documents are maintained and kept by the school district in accordance with applicable law;
- e) Ensuring that all volunteers receive training and information with regard to Applicable Law and school district policy regarding such things as sexual harassment, bullying, hazing, corporal punishment and the proper boundaries with students and other matters as may be applicable; and
- f) Developing a program for selecting, training and supervising volunteers.

7. Adults who meet the definition of a volunteer under Applicable Law or under this policy shall be required to provide the following:

- a) Act 34 State Police Criminal History Report
- b) Act 151 Child Abuse Clearance Statement
- c) Act 114 FBI Federal Criminal History Report. 23 Pa. C.S.A. Sec. 6301 et seq

<p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>8. A volunteer has the affirmative obligation to notify the district if they are arrested, indicted or convicted of a crime within seventy-two (72) hours of the arrest, indictment or conviction.</p>
<p>SC 111 SC 1418 Title 28 Sec. 23.44</p>	<p>9. Volunteers may not assume the responsibilities of district staff, but may provide assistance when under the direction of a staff member and with the permission of the administrator.</p> <p>10. Volunteers shall not administer or enforce discipline upon students.</p> <p>11. Except in the case of an emergency, volunteers shall not administer first aid or medication to students. SC 1418 Title 28 Sec. 23.44</p> <p>12. All volunteers shall maintain confidentiality in working with students, staff, and all privileged information in the school.</p>
<p>SC 1418 Title 28 Sec. 23.44</p>	<p>The Superintendent shall be responsible for the implementation of this policy.</p>
<p>5. Delegation of Responsibility</p>	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1418</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.44</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>