Book	BHASD Policies
Section	900 Community
Title	Volunteers
Code	916
Status	Active
Adopted	June 23, 2008
Last Revised	August 14, 2023
Prior Revised Dates	6/19/2017

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[2]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[3]

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law. [4][5]

Direct contact - the care, supervision, guidance or control of children and routine interaction with children.[3]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. [3]

Routine interaction - regular and repeated contact that is integral to a person’s volunteer responsibilities.[3]

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy. [6]

Volunteer – is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[5]

The two (2) classifications of volunteers are:

1. **Volunteer** - an individual 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 volunteer may be reasonably expected to work with students and/or without the direct supervision of a district employee. For example: classroom volunteer or field trip chaperone.
2. **Helper** - an individual who voluntarily provides an unpaid service for the district at no charge on an infrequent basis and/or has limited contact with students. A helper will work with students under the direct supervision of a district employee.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective **Volunteer** shall complete and submit a volunteer application.

The names of all **Volunteers** shall be submitted for approval by the Superintendent or designee.

The names of all **Helpers** shall be submitted for approval by the building principal or designee.

Upon approval, **Volunteers** shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

REQUIREMENTS

Helper

Prior to service, Helpers must sign and submit this form to the school office each time they help:

1. PDE 6004 Arrest/Conviction Report and Certification Form - a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.

Volunteer

Prior to approval, all Volunteers shall submit the following information:

1. Volunteer Acknowledgement - Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.
2. PA Child Abuse History Certification - which must be less than twelve (12) months old at the time of application, and renewed every sixty (60) months thereafter per PA state requirements.[5]
3. PA State Police Criminal History Record Information - which must be less than twelve (12) months old at the time of application, and renewed every sixty (60) months thereafter per PA state requirements[5]
4. PDE 6004 Arrest/Conviction Report and Certification Form - a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[4][5][7]

5. Tuberculosis Test - prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[9][10]
6. Residency - If a Volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the volunteer must submit the Federal Criminal History Report - which must be less than twelve (12) months old at the time of application of service. [5] **Otherwise,** if the volunteer has lived in Pennsylvania continuously for more than 10 year the Volunteer must complete the Volunteer Disclosure Statement [5]

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Certifications remain valid with consecutive years of service. Volunteers shall obtain and submit new certifications every sixty (60) months, per PA state guidelines. If there is a break in service for more than twelve (12) months, new certifications dated less than twelve (12) months old must be submitted.[8]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[5]

The following applies to both Helpers and Volunteers:

Arrest or Conviction Reporting Requirements

Volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[7]

The Superintendent or designee shall immediately require a volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[7]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[7]

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[11][12]

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16]

Legal

1. 24 P.S. 510
2. Pol. 824
3. 23 Pa. C.S.A. 6303
4. 23 Pa. C.S.A. 6344
5. 23 Pa. C.S.A. 6344.2
6. Pol. 907
7. 23 Pa. C.S.A. 6344.3
8. 23 Pa. C.S.A. 6344.4
9. 24 P.S. 1418
10. 28 PA Code 23.44
11. 23 Pa. C.S.A. 6311
12. Pol. 806
13. Pol. 123
14. Pol. 123.1
15. Pol. 123.2
16. Pol. 216

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