

WILSON SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: October 4, 1995

REVISED: June 4, 2007

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Authority</p> <p>SC 111</p>	<p style="text-align: center;">916. SCHOOL VOLUNTEERS</p> <p>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.</p> <p>Volunteer – 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"> 1. Short-Term Volunteer – 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. 2. Long-Term Volunteer – 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. <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"> 1. Complete a volunteer disclosure statement. 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).
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SC 111
23 Pa. C.S.A.
Sec. 6301 et seq

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.
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.
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.
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.
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.

The administration will develop procedures to implement this policy.

Forms:

- Volunteer Acknowledgement - 916 Attachment 1
- Volunteer Disclosure - 916 Attachment 2

References:

School Code – 24 P.S. Sec. 111

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