

SECTION: COMMUNITY

TITLE: VOLUNTEERS

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# AVON GROVE SCHOOL DISTRICT

<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. Enrolled district students over the age of 18 are exempt from being classified as “volunteer”.</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. See Policy 907 for a complete definition of “Visitor” and the guidelines for school visits.</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>
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	<p>4. Except as provided below, at all times a teacher, district employee or contractor 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:</p> <ul style="list-style-type: none"><li>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;</li><li>b) Where the volunteer is requested to chaperone a trip that is overnight;</li><li>c) Where the individual is expressly requested to be responsible for the welfare of a child or children not his own or living in his household, to care for, supervise, guide or control a child or children not his own or living in his household.</li></ul> <p>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:</p> <ul style="list-style-type: none"><li>a) Tutoring.</li><li>b) Assisting in supervising students.</li><li>c) Coaching, advising or directing student clubs/activities.</li></ul> <p>6. Administrators using volunteers shall be responsible for each of the following:</p> <ul style="list-style-type: none"><li>a) Determining qualifications for the positions;</li><li>b) Ensuring that required background clearance documents are obtained and reviewed;</li><li>c) Ensuring that no individual is allowed to be a volunteer if the volunteer is disqualified under applicable law;</li><li>d) Ensuring that required background clearance documents are maintained and kept by the school district in accordance with applicable law;</li><li>e) The District shall provide volunteers with training on child abuse recognition and reporting ; and</li><li>f) Developing a program for selecting, training and supervising volunteers.</li></ul> <p>7. Adults who meet the definition of a volunteer under Applicable Law or under this policy shall be required to provide the following:</p> <ul style="list-style-type: none"><li>a) Act 34 State Police Criminal History Report.</li></ul>
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<p>SC 111</p>	<p>b) Act 151 Child Abuse Clearance Statement.  c) Act 114 FBI Federal Criminal History Report.  d) PDE-6004 Arrest/Conviction Report and Certification Form dates as of the application date.  e) Employee/Volunteer Self-Reporting Commitment Form dated as of the application date.  f) Volunteer Acknowledgement of Policy No.916 Volunteers and Policy No. 806 Child Abuse dated as of the application date.</p>
<p>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</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>SC 1418  Title 28  Sec. 23.44</p>	<p>11. Except in the case of an emergency, volunteers shall not administer first aid or medication to students.</p> <p>12. All volunteers shall maintain confidentiality in working with students, staff and all privileged information in the school.</p> <p>The Superintendent shall be responsible for the implementation of this policy.</p>
<p>SC 1418  Title 28  Sec. 23.44  5. Delegation of  Responsibility</p>	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1418</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>