



Book	Policy Manual
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Purpose

The Board of School Directors of the Pennridge School District recognizes the valuable talent and skills of members of the community which may serve to enrich the educational, cocurricular and extracurricular activities of the students of the Pennridge School District. In order to expose students to the benefits of the diverse talents and skills in this community, the district shall maintain a program of school volunteer assistance.

Authority

The Board of School Directors may adopt and enforce reasonable rules and regulations to govern school volunteers' participation in the activities of the district.[1]

In this regard, the Board recognizes that there are differences between a volunteer who may assist in classroom activities under the direct supervision of school staff, and volunteers who may regularly assist in athletic activities and who may have occasion to work directly with students without direct supervision of a paid athletic coach, or who may otherwise have occasion to have direct supervision over students.

Definitions

Athletic volunteer shall mean a type of volunteer who regularly assists coaches in an athletic activity and provides services on a regular and/or daily basis during a sports season. Athletic volunteers may work directly with student athletes on activities and techniques, whether under direct supervision of paid athletic coaches or not. Athletic volunteers may be asked to assume responsibilities of a paid athletic coach in an emergency situation.

Direct Contact shall mean the care, supervision, guidance or control of children, or routine interaction with children.[2]

Volunteer shall mean an adult serving in an unpaid position who is responsible for the welfare of a child or having direct contact with children, whether on a regular, irregular, reoccurring, nonreoccurring, frequent, infrequent or singular basis.[3]

Visitor shall mean an individual who visits a school on an infrequent basis for such purposes as to attend functions involving their child(ren). Visitors are not required to obtain required clearances.[4]

Guidelines

The basic requirements for volunteer service shall be an interest in the well-being and enrichment of children and a belief that they can learn.

The Board shall provide authorized volunteers the same liability insurance coverage as provided to employees of the district.

The Board requires that all athletic volunteers and all other volunteers who have ten (10) or more hours of direct student contact per week undergo and pass a tuberculosis examination upon initial engagement in accordance with the regulations of the Advisory Health Board.[5][6]

Alternative testing methods may be utilized if the volunteer furnishes a statement setting forth adequate reasons to warrant excusal. Volunteers that object to the examination on religious grounds may also be excused, provided the Secretary of Health does not object.[5]

The results of all required medical examinations shall be made known to the Superintendent or his/her designee on a confidential basis.

Procedures

The Superintendent or his/her designee shall maintain a list of school district volunteers and monitor compliance.

Volunteers/Visitors -

1. Volunteers/Visitors shall not be asked to assume the professional responsibilities of the school staff, but will work under the direction of the staff members, providing help in activities which are supportive, reinforcing or enriching in nature.
2. Volunteers/Visitors shall not take direct disciplinary action toward a student or administer first aid, except in an emergency situation.
3. No volunteer shall participate in a classroom, cocurricular or extracurricular activity without the prior knowledge and approval of the building principal and district Superintendent or his/her designee. The building principal, Superintendent or his/her designee and/or the Board retains the right to withdraw approval for any classroom volunteer with or without cause. If approval for a volunteer is withdrawn by the building principal, Superintendent or his/her designee and/or the Board, the classroom volunteer shall immediately cease performing volunteer services.

Athletic Volunteers -

1. All requests for athletic volunteers shall be submitted to the Superintendent or his/her designee by the building principal prior to the first day of practice, or prior to the athletic volunteer beginning to work with the student athletes. No athletic volunteer shall perform any service with regard to the sports program until after s/he has been approved by the district Superintendent or his/her designee and the Board for that volunteer position.
2. Athletic volunteers are required to have a recent, satisfactory tuberculosis test on file at the Pennridge School District administrative office, and act in accordance with the regulations of the Advisory Health Board.[5][6]
3. The Superintendent or his/her designee shall submit to the Board the names of all athletic volunteers for Board approval. The Board and/or Superintendent retains the right to withdraw approval for any athletic volunteer with or without cause. If approval for a volunteer is withdrawn by the Board and/or Superintendent, the athletic volunteer shall immediately cease performing volunteer services for an athletic activity.
4. If any member of the district administration becomes aware that an athletic volunteer is performing services without approval of the Board, the administrator shall immediately remove the athletic volunteer from the activity and shall immediately report the same to the Superintendent and the Board.
5. Limits on the number of athletic volunteers that may be used in specific sporting activities may be established from time to time by the Board. Where the Board has not established limits on the number of athletic volunteers, a coach in any sport may request approval for the number of volunteers which the level of student participation requires, or which can effectively support the paid coaching staff. Coaches should not request approval for more athletic volunteers than the paid coaching staff can appropriately

supervise. The Board delegates to the Superintendent the right to limit the number of athletic volunteers for any specific sporting activities at any time if, in the opinion of the Superintendent, effective supervision of volunteers is lacking.

Clearances -

All volunteers must submit Act 34, Act 151 and FBI clearances (collectively, the "clearances") to the district prior to commencement of service.[\[3\]](#)[\[7\]](#)[\[8\]](#)

All volunteers must obtain new clearances every sixty (60) months.[\[9\]](#)

All volunteers are required to submit PDE Form 6004 – Arrest/Conviction Report and Certification Form, as required by subsection (j)(4) of 24 P.S. § 1-111.[\[10\]](#)

The information produced through the clearances or the failure to timely submit clearances may be grounds to deny a request to volunteer. The volunteer shall be solely responsible for the costs of the required clearances. All clearances shall be submitted to the Director of Human Resources or designee.