

**Freeport Area School District**

**Volunteer Acknowledgement**

(to be completed and signed by all Freeport Area School District volunteers prior to commencing service)

I hereby affirm that I have been provided with a copy of, have read, understand and agree to comply with the Freeport Area School District Policy No. 916 (School Volunteers).

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Signature

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Printed Name

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Date

# FREEPORT AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: February 11, 2015

REVISED: July 21, 2015  
August 9, 2017  
September 13, 2017  
August 12, 2021

## 916. SCHOOL VOLUNTEERS

### 1. Purpose

The Board values the unique contributions made by parent and community volunteers to the educational programs of the School District. Accordingly, the Board encourages the use of parent and community volunteers, subject to certain requirements and procedures as set forth below.

### 2. Definitions

**Direct contact with children** -- The possibility of care, supervision, guidance or control of children by a volunteer and routine interaction with children.

**Routine interaction** -- Regular and repeated contact that is integral to a person's volunteer responsibilities.

A **volunteer** is any individual who performs a service for the School District without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least 18 years of age. A volunteer need not be a parent of a student enrolled in the School District. A School District student who serves as equipment manager or assistant athletic trainer or who provides other volunteer assistance in support of a curricular, co-curricular or extra-curricular activity, other than an activity for children who are in the care of a child-care service, is not considered to be a volunteer for purposes of this policy.

A **guest volunteer** is an adult who voluntarily provides a service to the district, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct contact with children. Examples include, but are not limited to, speakers at school assemblies, ushers at school concerts, collecting tickets at events, working concession stands, participating in "Career Day", etc.

A **program volunteer** is a volunteer who: 1) works under the general direction and supervision of a teacher or administrator employed by the District; and 2) provides direct services to students or may, from time to time, have or may be reasonably expected to have direct contact with children. Examples include: volunteer tutors; volunteers who assist on the coaching staff of an athletic team; volunteer athletic trainers or equipment managers (excluding School District students serving in those capacities); and choreographers,

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| <p><b>3. Guidelines</b></p> | <p>musicians and other individuals who provide instruction to students in the marching band or school musical.</p> <p>Final determination of a volunteer's status is the responsibility of the principal or principal's designee.</p> <p>Under no circumstances shall a volunteer be considered an employee or independent contractor of the School District. A volunteer shall not receive wages, salary or other valuable consideration for the performance of his or her services. Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the School District. The School District reserves the right to terminate the services or status of any volunteer at its exclusive discretion.</p> <p><u>Clearance and Training Requirements</u></p> <p>A program volunteer shall be required to complete, submit for approval, pay for and file in the office of the school building on whose behalf the volunteer renders such services an Act 34 criminal history report from the Pennsylvania State Police, an Act 114 federal criminal history report and an Act 151 child abuse clearance statement. Once the required clearances are on file with the School District, the program volunteer will be required, on an annual basis, to sign an affirmation that they have not perpetrated or been convicted of any offense that would preclude their employment by the School District under Act 34, Act 114 or Act 151 ("Volunteer Affirmation"). Program volunteers will be required to renew their state and federal criminal history reports and child abuse clearance statement every five years.</p> <p>With the exception of any program volunteer who will participate in student activities that extend beyond a single day and/or occur overnight (in which case the volunteer must in all cases provide a federal criminal history report), a program volunteer shall not be required to obtain and provide a federal criminal history report if:</p> <p>(a) the individual has been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period or</p> <p>(b) if the individual was not a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period but has obtained a federal criminal history report at any time since establishing residency in the Commonwealth of Pennsylvania and provides a copy of that report to the School District, and submits a Program Volunteer Affidavit affirming that they have not perpetrated or been convicted of any offense that would preclude their employment by the School District under Act 34, Act 114, or Act 151 or Section 6344(C) of the Child Protective Services Law.</p> <p>Program 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.</p> |
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The Superintendent or designee shall require a program 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.

Failure to accurately report such occurrences may subject the program volunteer to termination of their volunteer status and criminal prosecution.

A guest volunteer is not required to obtain clearances.

Program volunteers having direct contact with children for ten (10) or more hours per week shall undergo a tuberculosis examination in accordance with regulations of the Pennsylvania Department of Health and to furnish such report to the School District prior to performing services for the School District.

Program volunteers shall attend orientation and training sessions, if required or appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.

### 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.

### Role of Volunteers

The role of volunteers is to assist, but not replace or assume the professional or paraprofessional responsibilities or authority of, the School District staff. Volunteers shall not provide regular instruction or educational training to students enrolled in the School District.

Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the School District.

Volunteers shall follow all applicable administrative procedures established pursuant to this policy and shall follow all other rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the School District including all of the requirements of the Family Education Rights and Privacy Act (FERPA); provided, however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to volunteers under this policy.

Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance to students.

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| <p><b>4. Delegation of Responsibility</b></p> | <p>Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of School District, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program.</p> <p><u>Confidentiality</u></p> <p>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. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the School District. If volunteers have questions about the confidentiality of student information, they are encouraged to consult with the building principal and/or review Section 216 (Student Records) of the School District's Policy and Regulation Manual.</p> <p>Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing services, about the students enrolled in the School District.</p> <p>Each school within the School District shall adopt its own administrative procedures for the recruitment, selection and assignment of volunteers; provided, however, that the following minimal requirements shall apply to all such procedures:</p> <ol style="list-style-type: none"><li>a. Each building principal or designee shall be responsible for training the volunteers to perform the specific duties associated with their assignments.</li><li>b. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school, including, without limitation, the responsibility for overseeing the filing of criminal history reports and child abuse clearance statements.</li><li>c. No such procedures adopted by the schools within the School District shall be inconsistent with the terms and conditions of this policy.</li><li>d. All such procedures adopted by the schools within the School District shall be subject to the approval of the Superintendent.</li><li>e. Program volunteers assisting with the coaching or supervision of athletic teams, the marching band or the school musical must be approved in advance by the Board of School Directors.</li><li>f. Each volunteer shall affirm in writing that he or she has been provided with a copy of, has read, understands and agrees to comply with this policy.</li></ol> |
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