

I. Definition

Volunteer – one who provides a service to the District without compensation. Volunteers include chaperones and PTA members.

II. Authority

- A. The Board authorizes the selection and use of parents, community members, and others as volunteers to assist and supplement District staff.
- B. The volunteer position is not a right, but rather a privilege which is conferred by the Board. Any such position may be eliminated at any time.

III. Guidelines

- A. Administrators using volunteers shall be responsible for determining qualifications for the positions and developing a program for selecting, training and supervising volunteers.
- B. All volunteers must be 18 years of age or older.
- C. Volunteers may not assume the responsibilities of District staff.
- D. Volunteers shall not administer or enforce discipline upon students.
- E. Except in the case of an emergency, volunteers shall not administer first aid or medication to students.
- F. Except as specifically authorized on a case by case basis, volunteers shall not transport students as part of any school program or activity.
- G. All volunteers shall maintain confidentiality in working with students, staff, and all privileged information in the school.
- H. Volunteers may undertake activities such as, but not limited to those listed below, provided that such activities are under the direction of District professional or paraprofessional staff:
  - 1. Tutoring
  - 2. Assisting in supervising students
  - 3. Preparing instructional materials
  - 4. Clerical assistance
  - 5. Coaching, advising, or directing student clubs and activities.
- I. Volunteers who **will be or may be** in a position to be with students unsupervised by District staff must obtain all clearances including:
  - 1. Act 34 PA State Police Criminal History Report
  - 2. Act 151 PA Child Abuse Clearance
  - 3. Act 24/82 Arrest/Conviction Report and Certification Form
  - 4. Optional District requirement - Act 114 FBI Criminal History Report
- J. Volunteers who have direct contact with students for more than 10 hours per week shall submit the results of a tuberculosis exam.