



Book	Policy Manual
Section	900 Community
Title	Community Volunteers
Code	916
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Purpose

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

Authority

The Board authorizes the use of parents/guardians, community members, and other volunteers to assist and supplement regular district staff.

Definitions

A **volunteer** is defined as 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 eighteen (18) years of age. A volunteer need not be a parent/guardian of a student enrolled in the school district. Holding the position of a volunteer is not a right, but a privilege, acting through the building principal of each school within the school district.

Volunteers fall into one of two (2) categories defined as follows:

1. **Short-Term Volunteer:** A volunteer who voluntarily performs a service for the school district for a single event, a consecutive series of days, or several nonconsecutive days for a period of ten (10) or fewer school days per school year.
2. **Long-Term Volunteer:** A volunteer who voluntarily performs a service for the school district for more than ten (10) school days per school year, whether or not such service is performed consecutively. Any volunteer who accompanies students on an overnight trip shall be deemed to be a Long-Term Volunteer.
 - a. The role of volunteers is to assist, but not replace or assume the responsibilities or authority of school district staff. Volunteers shall not provide regular instruction or educational training

to students enrolled in the school district. Volunteers may undertake activities in support and at the direction of the district staff, provided that such activities do not conflict with the requirements of this policy or the additional procedures established by the school within the school district on whose behalf volunteers provide services.

- b. Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the school district.
- c. Prior to providing volunteer services, a Long-Term Volunteer shall be required to complete, submit for approval, and file in the school office for which he/she is volunteering, an Act 34 Criminal History Report from the Pennsylvania State Police, an Act 151 Child Abuse History Clearance Report, PDE Form 6004, and the results of a tuberculosis examination (i.e. Tine test) in accordance with state law and regulations. In addition, an individual wishing to serve as a Long-Term Volunteer who has not resided in the State of Pennsylvania during the ten (10) years previous to the start of volunteer work shall be required to apply for and supply a copy of the Act 114 FBI Criminal Background Check. If the volunteer has been a continuous resident of Pennsylvania for the past ten (10) years, s/he must swear or affirm in writing they are not disqualified from service based upon a conviction of an offense under PA Code 6344. The Long-Term Volunteer shall not begin to serve in the schools until all required background reports are provided to the School. Effective August 25, 2015, all long-term volunteers will be required to obtain the above referenced clearances every sixty (60) months. Timeframes for renewed clearances are based upon the date of each individual clearance. If a volunteer elects to renew his/her clearances at the same time, the date of the oldest clearance would be used. The Long-Term Volunteer shall not continue to serve in the schools until the required renewed clearances are provided to the School.

All required background reports shall be no more than one (1) year old at the time the individual applies to be a Long-Term Volunteer.

- d. Effective August 29, 2022, Long-Term Volunteers must also provide proof of mandated reporter training. The Long-Term Volunteer shall not begin to serve in the schools until proof of mandated reporter training is supplied. All Long-Term Volunteers will be required to obtain proof of the completed mandated reporter training every sixty (60) months. The Long-Term Volunteer shall not continue to serve in the schools until the required renewed mandated reporter certificate is provided to the school(s).
- e. Short-Term Volunteers shall be required to sign a disclosure statement that they have not perpetrated or been convicted of any offense that would preclude their volunteer status by the school district under Act 34, Act 114 and/or Act 151.

Short-Term Volunteers may be required to complete, submit for approval, and file an Act 34 Criminal History Report, an Act 151 Child Abuse Clearance Statement, and the results of a tuberculosis examination (i.e. Tine test) in accordance with state law and regulations when they may be expected to be present with or interact with students without a school district employee present (such as on field trips or class trips).

All required background reports shall be no more than one (1) year old at the time the individual applies to be a Short-Term Volunteer.

- f. Current employees of the Williamsport Area School District who serve as volunteers will not be required to furnish new Act 34, Act 114, and/or Act 151 clearances.
- g. The district will reimburse the volunteer up to a maximum of \$30.00 for the costs associated with the Federal Criminal History Record upon verification by the principal or his/her designee that the volunteer has met the requirements of active volunteering in the district for a minimum of twenty (20) hours. Reimbursement for such background reports will be made only for new clearances obtained solely for the purpose of serving as a volunteer in the district. The volunteer shall complete the district form "Clearance Reimbursement for

Volunteers". Forms that have been verified and signed by the principal shall be forwarded to the district's Human Resources Department for review and payment. TB testing is also coordinated by the district's Human Resources Department and is no cost to the volunteer.

- h. Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance to students.
- i. Except as specifically authorized by the Board on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned or leased by the Williamsport Area School District. Volunteers shall not transport students, other than their own children, to or from any school event, without Board approval.
- j. 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 pertaining to the confidentiality of student information, they are encouraged to consult with a district administrator, athletic coach, extracurricular activity advisor, and/or the school district's Policy and Regulation Manual.

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 Williamsport Area School District and will also be required to receive, read and sign the district Confidentiality Statement.

- k. The Superintendent or his/her designee may adopt administrative procedures for the recruitment of volunteers and the volunteers' adherence to the guidelines as set forth in this policy.
- l. Each volunteer shall sign the district affirmation form indicating that he or she has been provided with a copy of, has read, understands and agrees to comply with this policy.

[ACT 153 VOLUNTEER AFFIDAVIT Attach 1.docx \(19 KB\)](#)

[916-ATTACH 2.pdf \(488 KB\)](#)

[Clearance Reimburse for OM coaches 0922 Attach 3.pdf \(126 KB\)](#)

[Clearance Reimbursement for Volunteers 0922 Attach 4.pdf \(126 KB\)](#)

[Volunteer Clearances Memo 2022 Attach 5.pdf \(160 KB\)](#)