

ALLENTOWN SCHOOL DISTRICT

SECTION: COMMUNITY
TITLE: VOLUNTEERS
ADOPTED: 8/25/11
REVISED: 2/26/15

916. VOLUNTEERS

Section 1: Purpose

The Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Section 2: Definitions

As defined in Policy #907, School Visitors, a Visitor is a person who enters school property to visit someone, to inspect or learn more about building operations and programs, or to attend his/her student's educational conference.

A Volunteer is a visitor who has been authorized by the building principal or district Superintendent to enter school property to offer a service to students, teachers, or school operations. A Volunteer agrees to voluntarily provide services to the district without compensation. These individuals may include parents, community members, college students and others who volunteer to provide services.

Volunteers may be grouped into one of three categories defined as follows:

Visitor Volunteers are those who will not have extended close physical contact with students and will not be alone with students. They will be required to follow the requirements of Policy #907, School Visitors, as well as any and all building and/or District requirements for visitors. Examples of visitor volunteer activities may include parent career presentations, large-group presentations, large-group book reading, etc.

Building Volunteers are those who will have close physical or one-on-one contact with students, or who may be alone with or responsible for providing adult supervision of students. They will be required to show proof of a negative TB test and the District will ensure they are not listed on the Megan's Law website or any other sexual predator databases to which the District has access. They are required by law to provide criminal background check reports every thirty six months, which include a Pennsylvania State Police criminal history report and a Department of Human Services child abuse clearance report. If they have resided in the Commonwealth of Pennsylvania for less than ten (10) years, they are also required to provide a Federal Bureau of Investigation (FBI) criminal history report. 23 Pa. C.S. §§6344, 6344.2

Partner Volunteers Non-district employees of contracted or neighboring education/counseling institutions who serve as volunteers and who hold current background checks/clearances must provide

916. VOLUNTEERS

proof of their clearances and a negative TB test that is effective within the last twelve months upon first beginning activity with the District.

Section 3: Authority

The Superintendent or designee shall maintain supervisory control over the school volunteer program.

Section 4: Delegation of Responsibility

- a. Each building Principal shall assume general authority and responsibility over any/all volunteers serving in his/her school or school-sponsored activities. The Principal shall be responsible for administering this Volunteer Policy at her/his school, identifying an official designee to establish and maintain a list of names and services provided by all volunteers in that school and to maintain volunteer files, including copies of background checks which must be kept strictly confidential.
- b. Each building Principal, or designee, whose school uses volunteers in any capacity shall be responsible for determining the classification of the volunteer (visitor, building or partner), including whether the volunteer is exempt from the background clearances' requirement because the volunteer will have no direct contact with children; determining whether mandatory training is necessary and, if so, what type; notifying the volunteer accordingly, and ensuring that all volunteers have all necessary clearances or faculty assurance of oversight prior to working in the District.
- c. The building Principal shall also be responsible for training or delegating the training of volunteers to perform specific duties associated with their assignments. Training may be specific to a particular type of task, general training on a specific topic or topics, or a combination thereof. 23 Pa. C.S. §§6344, 6344.2