

# **LEBANON SCHOOL DISTRICT**

POLICY: 916  
SECTION: COMMUNITY  
TITLE: VOLUNTEERS  
ADOPTED: October 21, 2002  
Last Revised: August 10, 2020

## **916. VOLUNTEERS**

### **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

### **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.<sup>1</sup>

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.<sup>2</sup>

All volunteers shall be expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective, safe learning environment.

### **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Adult-** An individual eighteen (18) years of age or older.<sup>3</sup>

**Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal

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<sup>1</sup> 24 P.S. 510.

<sup>2</sup> 24 P.S. 510.

<sup>3</sup> 23 Pa.C.S.A. 6303.

criminal history background check, required by the Child Protective Services Law.<sup>4</sup>

**Direct volunteer contact**- the care, supervision, guidance, or control of children or routine interaction with them.<sup>5</sup>

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.<sup>6</sup>

**Routine Interaction** –regular and repeated contact that is integral to a person’s volunteer responsibilities.<sup>7</sup>

**Indirect Student Involvement**- one who voluntarily provides a service to the school district, without compensation, for general events that benefits one or more student and/or the school district.

**Visitor**- a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer as that term is defined in this policy.

Without limiting the category of individuals who may be considered visitors, and without limiting the Superintendent's discretion in that regard, the term visitor may include: (i) a parent or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, meet with, or share a celebration time with, a student who is the individual’s child or for whom the individual is the guardian; or (ii) an individual who is a career day or other similar speaker or participant visiting to share information or read to students under supervision of a school employee or designee who is identified having this responsibility in a program contracted with the district.

**Volunteer** –is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.

The two (2) classifications of volunteers are:

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<sup>4</sup> 23 Pa.C.S.A. 6344, 6344.2.

<sup>5</sup> 23 Pa.C.S.A. 6303.

<sup>6</sup> 23 Pa.C.S.A. 6303.

<sup>7</sup> 23 Pa.C.S.A. 6303.

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, 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 volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; collecting tickets at sporting events; working concession stands, etc.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

The position of volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the Superintendent, principal, or other administrator. At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Superintendent or designee.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

## Certification

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.<sup>8</sup>
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.<sup>9</sup>
3. Federal Criminal History Report - issued at any time since the volunteer established residency.<sup>10</sup>
4. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.<sup>11</sup>
5. Volunteer Acknowledgement of Policy 916-School Volunteers.

The school designated volunteer coordinator shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.<sup>12</sup>

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.<sup>13</sup>

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<sup>8</sup> 23 Pa.C.S.A. 6344.2.

<sup>9</sup> 23 Pa.C.S.A. 6344.2.

<sup>10</sup> 23 Pa.C.S.A. 6344.2.

<sup>11</sup> 23 Pa.C.S.A. 6344, 6344.2-.3.

<sup>12</sup> 23 Pa.C.S.A. 6344.4.

<sup>13</sup> 23 Pa. C.S.A. 6344.2.

## Tuberculosis Test

Prior to participating in student activities, volunteers who have direct contact with students ten (10) hours or more per week shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.<sup>14</sup>

## Arrest or Conviction Reporting Requirements

Position 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.<sup>15</sup>

The school designated volunteer coordinator shall immediately require a position volunteer to submit new certifications if the school designated volunteer coordinator 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.<sup>16</sup>

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.<sup>17</sup>

## 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.<sup>18</sup>

## Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

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<sup>14</sup> 24 P.S. 1418; 28 Pa. Code. 23.44.

<sup>15</sup> 23 Pa.C.S.A. 6344.3.

<sup>16</sup> 23 Pa.C.S.A. 6344.3.

<sup>17</sup> 23 Pa.C.S.A. 6344.3.

<sup>18</sup> 23 Pa.C.S.A. 6311.

Volunteers will not be asked to assume the professional or paraprofessional instructional responsibilities or authority of the school district staff.

Volunteers shall not be permitted to administer or enforce discipline upon students enrolled in the school district or administer first aid except in an emergency situation.

Except as specifically authorized by the Transportation or Athletic Office, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district to transport students. Volunteers should not transport students by privately owned motor vehicles as they would not be covered by insurance provided by the school district.

### Training

Volunteers shall attend orientation and training sessions, as 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.

### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.

### Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

### Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.