



SECTION: 1002

TITLE: Volunteers

NESHAMINY SCHOOL DISTRICT

1	PURPOSE	The Neshaminy School District recognizes that volunteers can make valuable	1
2		contributions to the school district. The Board encourages the use of	2
3		volunteers, subject to the guidelines set forth in this policy. This policy is	3
4		established to formalize Board practices and to provide measures for a safe	4
5		environment for all employees and students.	5
6	DEFINITIONS	Volunteer - An individual in an unpaid position with a program, activity or	6
7		service who is individually responsible for the welfare of one or more children	7
8		or has direct contact with children.	8
9			9
10	POLICY	The building principal authorizes the selection and use of parents/guardians,	10
11		community members, and others, as volunteers to assist and supplement	11
12		regular school district staff. The principal will provide a policy letter to each	12
13		volunteer and obtain an affirmation form to be completed by the volunteer.	13
14		Under no circumstances shall a volunteer be considered an employee of the	14
15		district. A volunteer shall receive no wages or other valuable consideration for	15
16		the performance of volunteer services. The volunteer position is not a right,	16
17		but a privilege that is conferred by the Board. Any such volunteer position	17
18		may be eliminated at any time for any reason or no reason.	18
19			19
20		The Board has established the following guidelines with regard to volunteers:	20
21		• The building principal or designee shall assume general authority and	21
22		responsibility over all volunteers serving at that site. A record of their	22
23		names and a brief description of the service performed shall be	23
24		maintained at the building level.	24
25		• Volunteers may undertake activities such as, but not limited to those	25
26		listed below, provided that such activities are under the direction of	26
27		school district staff, and do not conflict with any provisions of policies	27
28		or procedures of the school district.	28
29		○ Tutoring	29
30		○ Assisting in supervising students	30
31		○ Preparing instructional materials	31
32		○ Clerical assistance	32
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34			34
35			35

Policy 1002 (continued)

- Clearances:
 - Volunteers shall be required to have clearances.
 - The above aforementioned volunteers shall comply with the Child Protective Services law requirements and procedures as follows: Pennsylvania and Federal criminal history check and Pennsylvania Child Abuse history clearance. If the volunteer has continuously maintained residency in this State for the last ten years, the volunteer is excused from obtaining a Federal criminal history check if the attached sworn affirmation statement is completed.
 - Clearances shall be at the volunteer's expense. In cases of need, the expense for clearances may be considered for reimbursement by the building principal. Clearances shall be renewed every 36 months.
- Volunteers are required to submit to a tuberculosis examination if the volunteer work may involve ten or more hours per week in direct contact with children. The cost of the examination shall be at the volunteer's expense.
- Volunteers shall not administer or enforce discipline upon students.
- Except in cases of emergency, volunteers shall not administer first aid or medicine to students.
- Except as specifically authorized by the building administrator on a case-by-case basis, volunteers shall not operate any motor vehicles owned by the school district, nor shall they transport students as part of any school district program or activity.
- All volunteers shall maintain confidentiality in working with students, staff, and all privileged information in the school.

ATTACHMENTS

DH/sab

Approved: 5/2014

Rev/App: 6/2015

Volunteer Affirmation Form

Volunteer Letter from Building Principal, Revised June 2015

PDE-6004 Arrest/Conviction Report and Certification Form

Volunteer Affidavit