The Neshaminy School District recognizes that volunteers can make valuable contributions to the school district. The Board encourages the use of volunteers, subject to the guidelines set forth in this policy. This policy is established to formalize Board practices and to provide measures for a safe environment for all employees and students.

**Volunteer** – An individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.

The building principal authorizes the selection and use of parents/guardians, community members, and others, as volunteers to assist and supplement regular school district staff. The principal will provide a policy letter to each volunteer and obtain an affirmation form to be completed by the volunteer. Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but a privilege that is conferred by the Board. Any such volunteer position may be eliminated at any time for any reason or no reason.

The Board has established the following guidelines with regard to volunteers:

- The building principal or designee shall assume general authority and responsibility over all volunteers serving at that site. A record of their names and a brief description of the service performed shall be maintained at the building level.

- Volunteers may undertake activities such as, but not limited to those listed below, provided that such activities are under the direction of school district staff, and do not conflict with any provisions of policies or procedures of the school district.
  - Tutoring
  - Assisting in supervising students
  - Preparing instructional materials
  - Clerical assistance
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