



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 volunteer 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		The Board has established the following guidelines with regard to volunteers:	19
20		• The building principal or designee shall assume general authority and	20
21		responsibility over all volunteers serving at that site. A record of their	21
22		names and a brief description of the service performed shall be	22
23		maintained at the building level.	23
24		• Volunteers may undertake activities such as, but not limited to those	24
25		listed below, provided that such activities are under the direction of	25
26		school district staff, and do not conflict with any provisions of policies	26
27		or procedures of the school district.	27
28		○ Tutoring	28
29		○ Assisting in supervising students	29
30		○ Preparing instructional materials	30
31		○ Clerical assistance	31
32			32
33			33
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 are free of charge except the Federal criminal history check which shall be at the volunteer's expense.
In cases of need, the expense for this clearance may be considered for reimbursement by the building principal.
Clearances shall be renewed every 60 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

Rev/App: 9/2015

Volunteer Affirmation Form

Volunteer Letter from Building Principal, Revised September 2015

PDE-6004 Arrest/Conviction Report and Certification Form

Volunteer Affidavit



Neshaminy School District

2001 Old Lincoln Highway • Langhorne, Pennsylvania 19047-3295

David E. Baugh, Ed.D.
Acting Superintendent of Schools

VOLUNTEER AFFIRMATION

I _____, agree to serve as a volunteer in the Neshaminy School District ("District"). I affirm that I have read the attached Board Policy and agree to follow with guidelines as set forth therein.

I understand that the administrator, teacher, or supervisor who is employed by the District who is overseeing my volunteer activity is the decision maker, and I will respect his or her authority. When working with students, chaperoning a field trips or school activities, I will report to the person of authority all incidents of inappropriate behavior or any hazardous situations with I witness.

I understand that as a volunteer I will be viewed as a representative of the School Board and Administration. I will conduct myself in a professional manner and will maintain a professional relationship with students.

I agree to respect the privacy and anonymity of each child by maintaining the confidentiality of any information that I receive while serving as a volunteer.

I agree to report all incidents of suspected child abuse to the teacher or supervisor in charge of my volunteer activities.

I assume responsibility for being familiar with and following Board Policies and Administrative Procedures that are brought to my attention.

As a measure to ensure the safety of Neshaminy students and staff members, I understand that all volunteers who are not within visible and/or voice contact of another staff employee would be required to have clearances.

As a volunteer, I am required to receive tuberculosis screening if my volunteer work may involve ten or more hours per week in direct contact with children. I understand I must be documented free from tuberculosis before serving as a volunteer.

Volunteer signature

Date



Neshaminy School District

2001 Old Lincoln Highway • Langhorne, Pennsylvania 19047-3295

David E. Baugh, Ed.D.
Acting Superintendent of Schools

Dear Neshaminy Volunteer:

RE: VOLUNTEER POLICY

The Administration and Staff of the Neshaminy School District recognize that as a volunteer you make a valuable contribution to our educational program. We appreciate your support and commitment as a volunteer.

While acknowledging the tremendous support that you offer to students and staff, the School District recognizes that need to take steps to ensure the safety of each Neshaminy student. If you are individually responsible for the welfare of one or more children or have direct contact with children, you will need the following clearances: Pennsylvania and Federal criminal history check and Pennsylvania Child Abuse history clearance. If you have continuously maintained residency in this State for the last ten years, you are excused from obtaining a Federal criminal history check if you complete the District's sworn volunteer affirmation statement.

Applications for these clearances are available in the Human Resources office and on our website – www.neshaminy.k12.pa.us, Departments, Human Resources, Potential Employee Information. You are required to submit to a tuberculosis examination if your volunteer work may involve ten or more hours per week in direct contact with children. The cost of the examination will be at your own expense.

Please note that our Volunteer Policy is in no way a reflection on any individual and is not meant to question anyone's integrity or dedication to our students.

We look forward to your continuing service as a volunteer. Your involvement enriches the lives of our students in many different ways. Attached is a copy of the Neshaminy Volunteer Policy for your reference, as well as the volunteer affirmation form which requires your signature. If you have any questions about being a volunteer, please contact me.

Sincerely,

(Building Principal)

9/2015

Neshaminy District Offices – 215-809-6000

Neshaminy High 215-809-6100 • Maple Point Middle 215-809-6230 • Poquessing Middle 215-809-6210 • Carl Sandburg Middle 215-809-6220
Pearl Buck Elem. 215-809-6300 • Oliver Heckman Elem. 215-809-6330 • Herbert Hoover Elem. 215-809-6340 • Lower Southampton Elem. 215-809-6350
Walter Miller Elem. 215-809-6360 • Joseph Ferderbar Elem. 215-809-6370 • Albert Schweitzer Elem. 215-809-6380

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Any former names
by which you have
been identified: _____

Section 2. Report of Arrest or Conviction

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Instructions on Page 3 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. No Arrest or Conviction

By checking this box, I state that I have not been arrested for or convicted of any Reportable Offense.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

NESHAMINY SCHOOL DISTRICT

VOLUNTEER AFFIDAVIT

Dated: _____

The undersigned, being duly sworn according to law herein swears and/or affirms that I have been a continuous resident of the Commonwealth of Pennsylvania for a period of at least ten (10) years prior to the date that I executed this Affidavit. Furthermore, I swear and/or affirm that I am not disqualified from serving as a volunteer for the Neshaminy School District pursuant to §6344(c) of the Pennsylvania Child Protective Services Law, in that I am not named in a statewide data base as the perpetrator of a founded report related to sexual misconduct at any time preceding the date of the execution of this Affidavit.

Furthermore, I hereby swear and/or affirm that I have not been convicted of one or more of the following offenses or an equivalent crime under federal law or the law of another State or the District of Columbia:

1. Chapter 25 (relating to criminal homicide).
2. Section 2702 (relating to aggravated assault).
3. Section 2709.1 (relating to stalking).
4. Section 2901 (relating to kidnapping).
5. Section 2902 (relating to unlawful restraint).
6. Section 3121 (relating to rape).
7. Section 3122.1 (relating to statutory sexual assault).
8. Section 3123 (relating to involuntary deviate sexual intercourse).
9. Section 3124 .1 (relating to sexual assault).
10. Section 3125 (relating to aggravated indecent assault).
11. Section 3126 (relating to indecent assault).
12. Section 3127 (relating to indecent exposure).
13. Section 4302 (relating to incest).
14. Section 4303 (relating to concealing death of child).
15. Section 4304 (relating to endangering welfare of children).
16. Section 4305 (relating to dealing in infant children).
17. A felony offense under section 5902(b) (relating to prostitution and related offenses).
18. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
19. Section 6301 (relating to corruption of minors).
20. Section 6312 (relating to sexual abuse of children).
21. The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.
22. A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act.

I understand that the execution of this Affidavit will only obviate the necessity of securing a federal criminal records check from the FBI and that there is still the requirement to secure a report of criminal history information from the Pennsylvania State Police, a certification from the Department of Public Human Services that the applicant is not named in the statewide database as the perpetrator of a founded report or an indicated report, and is not the subject of a pending child abuse investigation.

I verify that the facts and statements contained in this Volunteer Affidavit are true and correct to the best of my knowledge, information and belief. I understand that any false statements herein are made subject to the penalties of 18 Pa. C.S.A. Section 4903, relating to false swearing in official matters.

Witness:

Signature

Print Name:

Address:

Sworn to and subscribed
before me this ____ day of
_____, 20__.

Notary Public
My Commission Expires: