



**NORTH ALLEGHENY  
SCHOOL DISTRICT**

<b>SECTION:</b>	<b>COMMUNITY</b>
<b>TITLE:</b>	<b>SCHOOL VOLUNTEERS AND BACKGROUND CHECKS</b>
<b>ADOPTED:</b>	<b>4/22/15</b> (with full implementation in 2015/2016)
<b>REVISED:</b>	<b>8/19/15</b> (clearance timeline changed from 3 to 5 years)

**916 - SCHOOL VOLUNTEERS AND BACKGROUND CHECKS**

**Section 1. Purpose**

- a. The Board recognizes the importance of volunteers as valuable resources to the District’s educational and extra-curricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.
- b. Students are entrusted to the care of the District and as part of that responsibility, the District requires certain volunteers to obtain criminal and child abuse clearances.

**Section 2. Definition**

- a. **Volunteer** – one who voluntarily offers and provides a service to the District that involves interaction with students without receiving compensation. Volunteer activities can occur during the school day or through school-sponsored extra-curricular activities.

Volunteers can fall into one (1) of three (3) categories

- b. **Independent Volunteers** – Any volunteer who:
  - 1. Works under the general direction and supervision of an adult employed by the District; and
  - 2. Provides direct services to students or may, from time to time, have or may be reasonably expected to have unsupervised contact with students.
  - 3. Examples of Independent Volunteers include, but are not limited to: volunteer tutors, classroom center volunteers and chaperones for field trips.

24 P.S.  
5-510

c. **Assistive Volunteers** – Any volunteer who:

1. Works under directly under the supervision and direction of an adult employed by the District; and
2. Does not provide direct services to students or have unsupervised contact with students.
3. Examples of Assistive Volunteers include, but are not limited to: homeroom parents, individuals who assist with school activities and holiday parties.

d. **Classroom Presentation Volunteers** – Any individual who volunteers to present during a classroom lesson or school activity and is under the direct supervision of a classroom teacher or administrator during the entirety of the presentation. These volunteer opportunities are typically one-time events.

1. Examples of Classroom Presentation Volunteers include, but are not limited to: Guest Speakers, Mystery Readers, TAG volunteers and College Admission Career Day volunteers. Elementary Field Day volunteers fall into this category.

**Section 3. Authority**

- a. The Board authorizes administrators to select and use parents/guardians, community members, and others as volunteers to assist and supplement regular District staff.
- b. Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages or other considerations which has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible administrator(s).

**Section 4. Guidelines**

- a. To assure the proper support for the volunteer programs of the District, the following minimal requirements shall apply:
  1. The building administrator or designees shall assume general authority and responsibility over all volunteers serving/working with the students in the building or in school-related activities for which he/she is responsible.

24 P.S.  
1-111  
Title 22  
Sec. 8.1  
23 PA. C.S.A.  
Sec. 6301 et seq

2. Independent Volunteers and Assistive Volunteers are required to obtain clearances. Volunteers will assume all costs associated with obtaining clearances. Clearances are good for five years from the date of issuance.
  3. Classroom Presentation Volunteers are not required to obtain clearances.
- b. All Independent Volunteers and Assistive Volunteers must present clearances to the School District prior to volunteering. Individuals who are named as a perpetrator of a founded report of child abuse or convicted of any crime reportable under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crimes in another state, territory, commonwealth, or foreign nation will not be approved. The following clearances are required:
1. If the individual has been a continuous resident of Pennsylvania for the past 10 years:
    - Pennsylvania State Police Clearance
    - Pennsylvania Child Abuse History Clearance
    - Signed “Volunteer Clearance Exception” statement
  2. If the individual has NOT been a continuous resident of Pennsylvania for the past 10 years:
    - Pennsylvania State Police Clearance
    - Pennsylvania Child Abuse History Clearance
    - Federal Bureau of Investigation (FBI) report
- c. The District will maintain a database of all approved volunteers. The date of the oldest clearance will be noted as the official approval date. The clearances will expire five years from the official approval date.
- d. All volunteers must utilize the established sign-in procedure at each building.
- e. Volunteers shall meet any standards that may be established by federal, state, or local government, or by the Board or Administration. The volunteer must agree to be bound by all applicable privacy laws and regulations and administrative guidelines governing the conduct of the District’s professional employees.
- f. No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by the teachers, administrators, or schools within the School District. If volunteers have questions about the confidentiality of student

information, they should consult with the building principal.

- g. Volunteers shall not be asked to assume the professional responsibilities of the school staff. school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member or District employee.
- h. Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.
- i. Procedures will be identified for individuals who cannot afford to obtain clearances.