916. SCHOOL VOLUNTEERS

The Board recognizes and appreciates the tireless efforts of the many dedicated volunteers who selflessly work for the betterment of the school and the benefit of the students it serves.

The Board grants to the Superintendent or designee the authority to oversee the proper implementation of this Policy and to develop or direct the building administrators to develop administrative regulations setting forth more detailed and specific procedures for implementation of this Policy and adherence to the law.

Definitions

Volunteer – any individual who performs any unpaid service to the school

Certified Volunteer – a volunteer who has satisfied the certification requirements set forth in Board Policy 806 (Child Abuse)

Direct Services – the District has adopted the definition of the PA Department of Health, which defines “direct services” as an individual who provides ten (10) hours or more of volunteer services per week

Routine Interaction – Regular and repeated contact that is integral to the individual’s volunteer responsibilities

Volunteer Contacts

No person may volunteer in the Easton Area School District (EASD) without prior notification, express permission by the Superintendent or designee, and/or provision of all necessary documentation regarding legally-required clearances, as set forth in this Policy. Coordination of all volunteer activity shall be performed by the Building Principal/Administrator/Designee, who shall be responsible for coordinating details regarding individual events, communicating directly with volunteers and coordinating volunteer schedules.

Volunteers must schedule all volunteer service through the Building
General Rules

Volunteers are required to follow all applicable Board policies, including those prohibiting smoking, alcohol consumption, inappropriate language, etc. Failure to do so may result in a prohibition from future volunteer service.

Volunteers must be eighteen (18) years of age or older or must be accompanied by a responsible adult. This clause is not applicable if the individual volunteering is a student who is performing their volunteer responsibilities in their capacity as a student and has prior approval by the Building Principal/Administrator.

Volunteers must have their own transportation and may not utilize school-sponsored transportation unless the volunteer is specifically designated to serve as a school chaperone on an event requiring a bus.

Volunteers are required to adhere to all applicable laws and regulations, including ensuring appropriate accommodation of students with disabilities as per specific directive by the Building Principal/Administrator.

In the event that a volunteer does not feel comfortable with an assigned duty, it is the responsibility of the volunteer to notify the Building Principal/Administrator/Designee as soon as possible so that the volunteer may be reassigned.

Volunteers serving during the school day may not be disruptive of or otherwise adversely affect the educational process.

The District reserves the right to prohibit a volunteer from working with students or at school-sponsored events for any reason.

The District is able and willing to accommodate volunteers with disabilities and/or special needs. Volunteers requiring accommodations should contact Building Principal/Administrator.

The District’s selection and/or designation of volunteers shall not be discriminatory based upon age, gender, color, race, creed, nationality, religion, sexual preference, or disability.

Applicability of Visitors Policy

All volunteers, regardless of approval status, are required to comply with the
school’s Visitor’s policy, Bd. Pol. No. 907, with the exception that volunteers with “Approved Volunteer” status may be in contact with District students outside of the presence of a District employee where it is appropriate and necessary to perform their volunteer status.

Certified Volunteer Approval Process

All volunteers who meet the certification requirements set forth in Bd. Pol. 806 (Child Abuse) must obtain formal authorization from the Director of Human Resources or designee of their certified volunteer status prior to serving as a certified volunteer.

Restrictions for Non-Certified Volunteers

Those volunteers who do not require clearances and who have not obtained approval as an “Approved Volunteer” under this Policy may not serve in any capacity that requires specific clearances, as referenced in this Policy and Bd. Pol. 806 (Child Abuse).

This status would be held by those volunteers who are deemed by the Building Principal/Administrator as not being responsible for the care, supervision, guidance, or control of children and not having routine interaction with children.

Tuberculin Testing

For public health reasons, the law prohibits any individual with any form of tuberculosis in a transmissible stage from working in schools with students.

All volunteers who volunteer in the Easton Area School District (EASD) and who provide direct services to EASD students - meaning ten (10) or more hours per week – are required to submit proof of a negative tuberculin skin test to the Building Principal/Administrator.

All other volunteers must submit either proof of a negative tuberculin skin test or a statement from a medical provider that the person is free of or considered low-risk for communicable tuberculosis.  

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1 In a March 2011 Fact Sheet published by the PA Department of Health, Division of School Health, such a statement has been deemed to be a suitable “alternate method of testing,” as permitted by law.