

*New Hope-Solebury School District*

**Policy 916 Guidelines**

**VOLUNTEERS**

These guidelines apply to all volunteers involved with the district in any capacity including, but not limited to volunteers involved with:

1. District educational programs including field trips.
  2. District sponsored co-curricular activities, extra-curricular activities or clubs.
  3. District administration such as clerical work on behalf of schools.
  4. Activities sponsored or promoted by district schools.
- Single event volunteers, under the direct supervision of a school district staff member, are not required to secure clearances. They are required to sign in as visitors, secure visitor badges, and to follow the visitor guidelines in each of the schools.
- Volunteers who will be working with students are required to secure all three clearances (Act 34, Act 151, and FBI) in the first year of volunteering. In subsequent years of volunteering, they are required to secure Act 34 and Act 151 clearances. In effect, this would provide one FBI fingerprinting clearance in each volunteer's career of service followed by annual Act 34 and Act 151 clearances.

**All volunteers will be expected to follow these guidelines:**

1. Respect the authority of the teacher or supervisor as the decision maker and as the person responsible for the instructional program, all classroom activities, and the well-being of all children in the classroom or school. Teachers or supervisors bear the ultimate responsibility for the welfare of students during school activities. When working with students or chaperoning field trips or school activities, parent/guardian volunteers must report all incidents of inappropriate behavior or situations in which students might be in danger to the teacher or supervisor in charge of the activity.
2. Respect the privacy and anonymity of each child by maintaining the confidentiality of information regarding students. Information regarding student classroom performance and/or behavior and information contained in student records must be shared only with district employees with an "educational need to know" the information. Information from student records is regulated by the Family Educational Rights and Privacy Act.
3. Report all incidents of suspected child abuse to the teacher or supervisor in charge.
4. Maintain a professional relationship with students. Volunteers are viewed as representatives of the School Board and administration. When issues of a personal or confidential nature are raised by students, volunteers are placed in a difficult situation. Nonetheless, volunteers must refrain from imposing their own opinions on students regarding matters of a personal nature.
5. Courteously inform your supervising teacher or supervisor if unable to attend volunteer activity and document attendance as requested by supervising teacher or supervisor.

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**VOLUNTEER AFFIRMATION**

I \_\_\_\_\_, agree to serve as a volunteer in the New Hope-Solebury School District (district). I affirm that I have read district policy and administrative procedure 916, Volunteers, and I agree to follow the guidelines laid forth in the administrative procedure including but not limited to those restated below.

I understand that the teacher or supervisor who is employed by the district is the decision maker, and I will respect his/her authority during any and all volunteer activities. When working with students, chaperoning field trips or school activities, I will report all incidents of inappropriate behavior or any situations that I witness in which students might be in danger, to the teacher or supervisor in charge of the activity.

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. When information of a personal or confidential nature is raised, I will refrain from imposing my own personal opinion on students.

I agree to respect the privacy and anonymity of each child by maintaining the confidentiality of any confidential 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.

When I am unable to attend a volunteer activity, I will inform my supervisor or the supervising teacher and I will document all attendance as requested from my supervisor or the supervising teacher.

I assume responsibility for being familiar with and following district policies and for receiving any volunteer training that is pertinent to my volunteer activities.

I am \_\_\_/am not \_\_\_ (check one) a regular volunteer.

I have \_\_\_/have not \_\_\_ (check one) provided a child abuse clearance check.\*

I am aware of and will comply with district policies, regulations and administrative procedures regarding child abuse identification and reporting; prohibition of discrimination; prohibition of unlawful harassment; student accidents; student hazing; student discipline; drugs; alcohol; tobacco; and accommodation of special needs students.

Signed

\_\_\_\_\_ Date \_\_\_\_\_

*\*Regular volunteers as defined in Policy 916 are required to submit child abuse clearance checks. Others may be required to provide such clearances at the discretion of the Superintendent.*