

(Letterhead)

Dear Volunteer,

The Butler Area School District has enacted a new policy related to school volunteers. The policy was approved by the Board of School Directors on November 21, 2016. The purpose of the new policy is to ensure the safety and welfare of all students.

Policy #916 changes the clearance requirements for volunteer parents, guardians, and community members based on legislative requirements which have been in effect since December 31, 2014.

The attached packet includes the following:

1. Overview of Policy #916
2. BASD-Approved Policy #916

If you wish to volunteer for the Butler Area School District, please submit your clearances (if required) to the school office.

Thank you for your interest in volunteering at our school.

Sincerely,

Building Principal

BUTLER AREA SCHOOL DISTRICT

VOLUNTEER POLICY #916

OVERVIEW

The District strongly supports the involvement of parents/guardians and community volunteers to enhance the educational, co-curricular and extracurricular programs of the school district. The Board encourages the use of and the schools are encouraged to provide a variety of opportunities for parent/guardian and community volunteers, subject to certain requirements and procedures set forth in this policy.

The District office (Personnel Secretary) will maintain a list of all Board-approved volunteers, along with copies of all clearances as required. Each building administrator and the athletic office will maintain a list of volunteers and the services provided. Clearances cannot be more than one (1) year old when filed with the District.

- Act 34 Criminal History Report
- Act 151 Child Abuse Clearance Statement
- Act 114 FBI Clearance

The records will be valid through the end of the school year and for four (4) more school years.

There are three types of volunteers:

Assistive Volunteer

Any individual over the age of eighteen (18) who meets ALL of the following:

1. Voluntarily provides services to the School District, without compensation.
2. Always works directly under the supervision and direction of any School District employee.
3. Does not have routine interaction with students.

Examples of **Assistive Volunteers** - Homeroom parents/guardians; volunteers who assist in the planning or conducting of classroom or school celebrations; volunteers who visit a classroom to speak or read to students; and concert/performance ushers.

Requirements for Assistive Volunteers:

1. Must show photo ID to school security staff each time they enter a school building.
2. Shall not have unsupervised contact with students.
3. Are not required to obtain clearances.

Independent Volunteer

Any individual over the age of eighteen (18) who meets ALL of the following:

1. Voluntarily provides services to the School District, without compensation.
2. Works under the general direction and supervision of any School District employee.
3. Provides direct services to students or may, from time to time, have or may be unsupervised contact with students.

Examples of Independent Volunteers – Daytime or overnight field trip chaperones; volunteer tutors; PTO officers; individuals who volunteer to provide counseling or health-related services to students.

Requirements for Independent Volunteers:

1. Must show photo ID to school security staff each time they enter a school building.
2. Must have Clearances described below.

Volunteer Coaches/Sponsors

Any individual over the age of eighteen (18) who meets ALL of the following:

1. Voluntarily provides services to the School District, without compensation.
2. Works under the general direction and supervision of a coach or student activity sponsor employed by the District.
3. Directly supervises or instructs students engaged in the activity or may, from time to time, have or may be reasonably expected to have unsupervised contact with students.

Examples of **Volunteer Coaches/Sponsors** - Individuals who volunteer to serve on the coaching staff of an athletic team; volunteer athletic trainers; equipment managers; choreographers, musicians, and other individuals who provide instruction to students in the marching band, school musicals or school plays.

Requirements for Volunteer Coaches/Sponsors:

1. Must show photo ID to school security staff each time they enter a school building.
2. Must have Clearances described below.
3. Must obtain a tuberculosis (TB) test as required by the Department of Health.

Clearances

Volunteers who are required to have clearances must have ALL of the following:

- Act 34 - PA Criminal History Report
- Act 151 - Child Abuse Clearance Statement
- Act 114 - FBI Criminal Background Check

Additional Guidelines:

- Volunteers provide services to the school district without compensation.
- Volunteers are not permitted to administer or enforce discipline upon students.
- Volunteers are not permitted to access, review, disclose or use confidential student information (written or verbal); or participate in conversations, in or out of school, in which confidential student information is discussed.
- The building administrator or designee shall assume general authority and responsibility over all volunteers serving at this site. The Athletic Director will assume general authority and responsibility over all athletic volunteers.
- Volunteers shall adhere to all rules, regulations, and administrative guidelines.
- The costs of obtaining the required reports and clearances shall be the responsibility of the volunteer or any sponsoring parent-teacher organization or booster group.
- An independent or coach/sponsor volunteer will not be approved if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from being employed in a Pennsylvania public school.
- Each volunteer shall affirm, in writing, that he or she has been provided with a copy of, and has read and understands this policy.
- A volunteer who is arrested for or convicted of an offense, or is named as a perpetrator in a founded or indicated report, must provide written notice not later than 72 hours after the arrest, conviction or notification.