



Community Volunteer Guidelines

The Souderton Area School District values the important work done by the numerous community volunteers who assist students and staff in all of our schools.

In order to ensure the safety and security of all students, the Board of School Directors revised and adopted Board Policy #916, "Community Volunteers," in August of 2015. The policy outlines safety requirements for community volunteers. These requirements are described below:

There are several safety measures* which shall apply to volunteers, depending on the volunteer category.

1. The District's Raptor[®] system is used to screen drivers' licenses of visitors and volunteers against a nationwide database of child abuse registries.
2. The Act 34 Criminal History Report is used to gather criminal history information and is provided by the Pennsylvania State Police for a fee of \$8 (this fee may be waived for volunteers).
3. The Act 151 Child Abuse Clearance Statement is used to gather child abuse history information and is provided by the Pennsylvania Department of Public Welfare for a fee of \$8. (this fee may be waived for volunteers).
4. The Federal Criminal History report is obtained by submitting fingerprints to the FBI via the state approved vendor, Cogent, for a fee of \$27.
5. The PPD skin test for tuberculosis is used to determine whether an individual has developed an immune response to the bacterium that causes tuberculosis. Where possible, the PPD skin test may be administered by a School District nurse.

*In the event that any of these measures does not produce a clean report for a given volunteer, the case shall be referred to the District's Human Resources Department for a determination on the volunteer's status.

There are two categories for volunteers.

1. A Casual Volunteer is a volunteer who comes to a school infrequently (less than ten (10) hours per school year) and works in the presence of a teacher/administrator with students. A casual volunteer shall not have unsupervised contact with students. Examples include: individuals who volunteer to assist in the planning or conducting of classroom celebrations; guest speakers; and concert/performance ushers
 - a. Casual volunteers shall be required to be screened through the District's Raptor[®] system.
2. A Program Volunteer is volunteer who chaperones field trips and/or provides recurring assistance (10 or more hours per school year) in support of school-sponsored activities under the general direction and supervision of a coach or sponsor employed by the district and may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples include: field trip chaperones, volunteers who assist on the coaching staff of an athletic team; "Hands Across the District"

volunteers; and choreographers, musicians and other individuals who provide assistance to students in the marching band or school sponsored performances.

- a. Upon his/her initial appointment, a Program Volunteer shall be required to obtain and submit for approval the following clearances:
 - i. Act 34 Criminal History Report
 - ii. Act 151 Child Abuse Clearance Statement
 - iii. Federal Criminal History Record (Fingerprint)
 1. A volunteer who completes the Waiver of Federal Criminal History Report Requirement shall not be required to obtain this clearance
 - a. Such volunteers must affirm the following statement: "I affirm that I have been a resident of this Commonwealth during the entirety of the previous ten-year period and that I am not disqualified from service based upon a conviction of an offense under §6344 of Act 134."
- b. Program Volunteers will be required to renew these clearances every 60 months.
- c. Program Volunteers shall be required to receive a PPD skin test for tuberculosis within three (3) months of their initial appointments. Where possible, the PPD skin test may be administered by a School District nurse. Program Volunteers shall not chaperone students without a negative reaction to the PPD skin test or a physician's report stating the chaperone is free of tuberculosis disease.