

**NO. 916-AR
SCHOOL DISTRICT OF
SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE**

No. 916-AR SCHOOL 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, extracurricular activities, or clubs;
3. District administration such as clerical work on behalf of schools; and
4. Activities sponsored or promoted by District schools.

“Regular volunteers” means volunteers who have regular and significant contact with students or with confidential student information and includes volunteer coaches, activity advisors, clerical volunteers, and all regularly scheduled volunteers.

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 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 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 frequently perceived 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. Volunteers should refer matters of a personal nature regarding a student to the appropriate teacher, counselor, or building administrator.
5. Courteously inform your supervising teacher or supervisor if unable to attend volunteer activity and document attendance as requested by supervising teacher or supervisor.
6. Each volunteer participating in student activities shall be given the same tests for tuberculosis as staff, but no volunteer shall be required to submit to a particular test if the volunteer shall furnish a statement setting forth adequate reasons for being excused from taking the test. In such case, an alternative method of testing shall be administered.
7. All volunteers shall be given building-appropriate guidelines in the form attached to this Administrative Rule.

Regular volunteers are expected to be familiar with District policies and receive training provided by the District for volunteers. In particular, regular volunteers are expected to comply with the following:

1. District Policies and Superintendent's Administrative Procedures regarding child abuse identification and reporting. Regular volunteers who have direct unsupervised contact with students shall provide child abuse clearance checks consistent with the District child/student abuse policy.
2. District policies and Superintendent's Administrative Procedures regarding the prohibition of discrimination within the District.
3. District policies and Superintendent's Administrative Procedures regarding unlawful harassment.
4. District policies and Superintendent's Administrative Procedures regarding student accidents.
5. District policies Superintendent's Administrative Procedures and regarding student hazing.
6. District policies and Superintendent's Administrative Procedures regarding student discipline.
7. District policies and Superintendent's Administrative Procedures regarding drugs, alcohol, and tobacco.

8. District policies and Superintendent's Administrative Procedures regarding the accommodation of special needs students in 22 Pennsylvania Code Chapter 14.
9. Any other District policies and Superintendent's Administrative Procedures deemed appropriate by the building Principal.

Cross Reference: Policy 806 Child/Student Abuse

6.17.08