



Section: PROGRAMS
Title: COMMUNITY VOLUNTEERS
Adopted: March 18, 2008
Revised:

129. COMMUNITY VOLUNTEERS		
1. Volunteer Definition and Qualifications	<p>The Joint Operating Committee values the unique contributions made by parent, business and industry, and community volunteers to the educational programs of the Lebanon County Career and Technology Center. Accordingly, the Joint Operating Committee encourages the use of parent, business and industry, and community volunteers, subject to certain requirements and procedures as set forth below.</p> <p>A Volunteer is defined as any individual who performs a service for the Center without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A Volunteer must be at least 18 years of age. Volunteers fall into one of two categories defined as follows:</p> <ul style="list-style-type: none"> a) "Short-Term Volunteer": A Volunteer who voluntarily performs a service for the Center for a single event, a consecutive series of days, or several nonconsecutive days for a period of one (1) week or less. b) "Long-Term Volunteer": A Volunteer who voluntarily performs a service for the Center for longer than one (1) week or routinely throughout the entire school year, whether or not such service is performed consecutively. Any Volunteer who accompanies students on an overnight trip shall be deemed to be a Long-Term Volunteer. 	
2. Volunteer Status	<p>Under no circumstances shall a Volunteer be considered an employee or independent contractor of the Center. A Volunteer shall not receive wages, salary or other valuable consideration for the performance of his or her services; provided, however that, without altering a person's status as a Volunteer, the applicable Administrator, in his or her sole discretion, may reimburse costs incurred by Volunteers. Holding the position of a Volunteer is not a right, but a privilege conferred upon the Volunteer by the Board, acting through an Administrator of the Center.</p>	
3. Scope of Activity	<p>The role of Volunteers is to assist, but not replace or assume the professional or paraprofessional responsibilities or authority of, the Center staff. Volunteers shall not provide regular instruction or educational training to students enrolled in the Center. The following non-inclusive list is provided to assist in understanding the scope of permissible Volunteer activities:</p>	

	<p>129. COMMUNITY VOLUNTEERS</p>	
	<p>a. Volunteers are permitted to:</p> <ul style="list-style-type: none"> ▪ Chaperon and monitor students at various school events (i.e., during a "pep" rally or field day); ▪ Type or perform other data entry tasks assigned by teachers or teachers' aides; ▪ Make photocopies of or otherwise reproduce documents; ▪ Stock and organize classroom supplies (i.e., paper, pencils, crayons, etc.); ▪ Prepare classroom for activities specified by teachers or teachers' aides and clean up classroom after such activities; ▪ Prepare bulletin boards or decorate classroom at direction of teachers or teachers' aides; ▪ Perform as a guest speaker and provide applicable educational demonstrations; ▪ Assist professional staff in the evaluation of students on NOCTI and other similar assessments. <p>The Director may in emergency situations or with JOC approval expand the scope of activities that may be conducted by volunteers. Volunteers may undertake activities that are in addition to or different from those listed above, so long as such activities are in support and at the direction of the professional and paraprofessional staff, and provided that such activities do not conflict with the requirements of this policy or the additional procedures established by the Center.</p> <p>Unless otherwise approved by the JOC, volunteers may only serve under the direction and supervision of a Center professional or paraprofessional employee.</p> <p>The Director is authorized to remove or ban previously approved volunteers who are ineffective or negative in their performance or conduct.</p> <p>b. Under no circumstances shall Volunteers be permitted to administer or enforce discipline upon students enrolled in the Center.</p> <p>c. Volunteers shall follow all applicable administrative procedures established pursuant to Section 6 of this policy and shall follow all other rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the Center; provided, however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to Volunteers under this policy.</p>	

	129. COMMUNITY VOLUNTEERS	
<p>4. Safety Requirements</p>	<ol style="list-style-type: none"> 1. Prior to providing Volunteer services, a Long-Term Volunteer shall be required to complete, submit for approval, pay for and file in the office of the Center an Act 34 Criminal History Report, an FBI Clearance Statement and an Act 151 (Child Abuse) Clearance Statement. When Short-Term Volunteers reasonably may be expected to be present with or interact with students without a Center employee present (such as on field trips or class trips), Short-Term Volunteers may be required to complete, submit for approval, pay for and file an Act 34 Criminal History Report, an FBI Clearance Statement and an Act 151 (Child Abuse) Clearance Statement. Alternatively, prior to providing Volunteer services, Short-Term Volunteers may be required to sign an affirmation that they have not perpetrated or been convicted of any offense that would preclude their employment by the Center. If time constraints prevent the Center from obtaining any Volunteer's Clearance Statements prior to the event or time period for which a Volunteer renders services, the Center may require the Volunteer to sign a Volunteer Affirmation pending receipt of the Volunteer's Clearance Statements. 2. Except in the case of an emergency, Volunteers shall not administer first aid or other medical assistance to students. 3. Except as specifically authorized by the Board on a case by case basis, Volunteers shall not be permitted to operate any motor vehicles owned by or under the control of Center, and Volunteers shall not be permitted to transport students by motor vehicle in support of any school program. 	
<p>5. Confidentiality</p>	<p>No Volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the Center. The only exception being Volunteer participation in the NOCTI or other similar assessment process. If Volunteers have questions about the confidentiality of student information, they are encouraged to consult with a Center Administrator.</p> <p>Each Volunteer shall keep strictly confidential all information he or she may learn, during the course of performing services, about the students enrolled in the Center.</p>	

	129. COMMUNITY VOLUNTEERS	
<p>6. Delegation of Duties</p> <p>7. Acknowledgement</p>	<p>The Center’s Administrative Director shall adopt administrative procedures for the recruitment, selection and assignment of Volunteers.</p> <p>Each Volunteer shall affirm in writing that he or she has been provided with a copy of, has read, understands and agrees to comply with this policy.</p>	