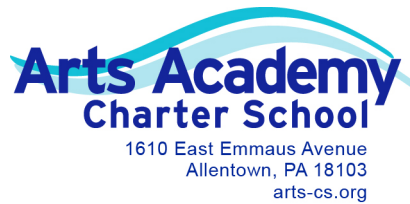


Adoption Date:	10/20/2014
Revision Date(s):	01/19/2015



Board Policy 6.4

Volunteers

The Board recognizes and appreciates the tireless efforts of the many dedicated volunteers who selflessly work for the betterment of the school and the benefit of the students it serves.

Volunteer Contacts

Coordination of all volunteer activity shall be performed by the school Principal and/or his/her designate, who shall be responsible for coordinating details regarding individual events, communicating directly with volunteers and coordinating volunteer schedules.

Volunteers must schedule all volunteer service through the school Principal and/or his/her designate. Unless expressly permitted through an open invitation directly extended in writing to a volunteer or group of volunteers, volunteers will not be permitted to participate in school functions as a volunteer without prior authorization by the school Principal and/or his/her designate.

General Rules

Volunteers are required to follow all applicable Board policies, including those prohibiting smoking, alcohol consumption, inappropriate language, etc. Failure to do so may result in a prohibition from future volunteer service.

Volunteers must be eighteen (18) years of age or older or must be accompanied by a responsible adult.

Volunteers must have their own transportation and may not utilize school-sponsored transportation unless the volunteer is specifically designated to serve as a school bus chaperone.

Volunteers are required to adhere to all applicable laws and regulations, including ensuring appropriate accommodation of students with disabilities as per specific directive by the school Principal and/or his/her designate.

In the event that a volunteer does not feel comfortable with an assigned duty, it is the responsibility of the volunteer to notify the school Principal and/or his/her designate as soon as possible so that the volunteer may be reassigned.

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Volunteers serving during the school day may not be disruptive of the educational process.

AACS reserves the right to prohibit a volunteer from working with students or at school-sponsored events where there is reason to suspect that the volunteer may pose a risk of harm to the students or themselves or for other legitimate reason.

AACS is able and willing to accommodate volunteers with disabilities and/or special needs. Volunteers requiring accommodations should contact the school Principal and/or his/her designate.

AACS selection and/or designation of volunteers shall not be discriminatory based upon gender, color, race, creed, nationality, religion, sexual preference, or disability.

Clearances

All volunteers are required by law to have all three (3) legally-required clearances prior to having direct contact with students in a volunteer capacity. The three (3) legally-required clearances are:

- PA State Police criminal history report,
- FBI criminal history report, and
- PA State Department of Public Welfare (DPW) Child Abuse report.

For all new volunteers, clearance reports must be less than one (1) year old and presented to the school in their original, official form. The school will make and maintain copies of all reports for each volunteer. ***Effective July 1, 2015, all volunteers must renew their clearances every 36-months, pursuant to the requirements of the PA Child Protective Services Law.***

Obtaining the necessary clearances shall be at the expense of each individual volunteer, but the Executive Director may approve fundraising efforts to off-set the cost of the required volunteer clearances.

The Executive Director or designee shall be responsible for ensuring that the school has copies of all three (3) background checks, and that such background checks fully satisfy the requirements of the law and this Policy, prior to allowing the volunteer to have direct contact with children.

A volunteer shall be deemed to be an ongoing volunteer, deemed to have volunteered continuously from year to year where the

Tuberculin Testing

For public health reasons, the law prohibits any individual with any form of tuberculosis in a transmissible stage from working in schools with students.

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All volunteers who volunteer at AACS in direct contact with AACS students for ten (10) or more hours per week are required to submit proof of a negative tuberculin skin test.

All other volunteers must submit either proof of a negative tuberculin skin test **or** a statement from a medical provider that the person is free of or considered low-risk for communicable tuberculosis.¹

¹ In a March 2011 Fact Sheet published by the PA Department of Health, Division of School Health, such a statement has been deemed to be a suitable “alternate method of testing,” as permitted by law.