

# CENTRAL FULTON SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS, GUESTS AND VISITORS

ADOPTED: February 12, 2002

REVISED: May 8, 2007

916. VOLUNTEERS, GUESTS AND VISITORS	
1. Purpose	The Board believes that the district's commitment to children is enhanced through parental involvement in the school and strongly encourages parents/guardians to become a part of the school community.
2. Authority SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	The Board requires Act 34 and Act 151 clearances for all volunteers.
3. Definitions	<p><b>Volunteer</b> – any unpaid person who contributes his/her services working with students during scheduled school time and/or after school activities on a regular basis to assist with tasks which might otherwise be performed by a paid aide or coach. Parents/Guardians/Grandparents or any other interested persons who provide assistance in the school building or on school property with projects which require more than several visits to the school to assist with actions involving sustained contact with students. Volunteers must log in and out of the office. Volunteer pins are available in the office and must be worn at all times in the building.</p> <p><b>Guest/Visitor</b> – any person entering any school district building must obtain a visitors pin at the building office. The visitors pin must be worn during the time in the building. If a person registering as a guest/visitor is attending more than six (6) special events throughout the year during school hours, the administration shall evaluate the situation to determine if that individual should be classified as a volunteer and, therefore need clearances.</p>
4. Guidelines	<ol style="list-style-type: none"> <li>1. It shall be the responsibility of the building principals or his/her designee to insure that these clearances are on file in the personnel records located in the district office.</li> <li>2. Personnel records for volunteers shall meet the same confidentiality requirements as that of an employee.</li> </ol>

3. Volunteers will be given a grace period of thirty (30) days in order for clearances to arrive as long as proof of submission for clearances has been provided.
4. After thirty (30) hours of volunteer work, the volunteer may request reimbursement for the amount of Act 34, Act 151 and Federal Criminal History Record clearance fees upon reviewing the original clearances which must be void of any criminal record and/or child abuse history.
5. A volunteer requesting reimbursement must obtain and complete the necessary form from the building administrator.
6. All volunteers, guests and visitors will be expected to follow a code of conduct. Adherence of the volunteers, guests and visitors to this code will be the responsibility of the teacher with whom the volunteer, guest or visitor is working and the building principal.

Volunteers, guests and visitors are expected to:

- a. Only be involved in those activities for which approval has been given.
- b. Abide by the laws of the Commonwealth governing education.
- c. Treat students, educators and parents consistently and equitably.
- d. Accept the value of and practice diversity.
- e. Impart to students principles of good citizenship and societal responsibility.
- f. Exhibit acceptable and professional language and communication skills.
- g. Use good judgement.
- h. Respect professional confidences.
- i. Exert reasonable efforts to protect students from conditions which interfere with learning or which are harmful to their health and safety.

References:

School Code – 24 P.S. Sec. 111

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.