

East Lycoming School District
VOLUNTEER RESPONSIBILITY FORM

Print your name above (signature required on page 3) **List the school** **List child(ren) name(s)**

Thank you for volunteering your time to our schools. The district strongly supports the involvement of parents/guardians and community volunteers to enhance the educational, co-curricular and extracurricular programs of the school district. Accordingly, the Board encourages the use of and the schools are encouraged to provide a variety of opportunities for parent/guardian and community volunteers subject to certain requirements and procedures set forth in Policy 916 Volunteers.

Please read the list of responsibilities below. Sign and submit the form to the building principal.

1. No volunteer shall be permitted to access, review, disclose or use confidential student information (written or verbal); 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 school district.
2. Each volunteer shall keep strictly confidential all information s/he may learn about students in the school district during the course of performing services. Volunteers may be required to sign a confidentiality agreement prior to providing services.
3. The role of a volunteer is to assist, but not replace or assume the responsibilities or authority of the district staff.
4. All volunteers providing service during the time that school is in session will be required to sign in at the appropriate building with a statement of their volunteer purpose, wear and display an identification badge at all times, and return the badge to the office when you leave each school day.
5. Under no circumstances, shall a volunteer be considered an employee or an independent contractor of the district. A volunteer shall receive no wages or other valuable consideration for the performance of his/her volunteer services.

6. Except as specifically authorized by the superintendent on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned or leased by the school district. Volunteers shall not transport students, other than their own children, to or from any school event, without approval from the building administrator.
7. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The athletic director will assume general authority and responsibility over all athletic volunteers.
8. Volunteers will not be permitted to directly administer student discipline.
9. Volunteer activities will be provided only as requested by the teacher or supervisor.
10. All School Board approved volunteers must obtain a tuberculosis (TB) test as required by the Department of Health.
11. I understand that if I am arrested for or convicted of any disqualifying offense, or am named as the perpetrator of a founded report of child abuse after submitting my clearances, I must provide written notice to the Superintendent's office within seventy-two (72) hours. Failure to do so constitutes a misdemeanor of the third degree.

Disqualifying Offenses

1. Ever convicted of an offense similar in nature to the following crimes, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania: [\[5\]](#)
 - o Criminal homicide
 - o Aggravated assault
 - o Stalking
 - o Kidnapping
 - o Unlawful Restraint
 - o Rape
 - o Statutory sexual assault
 - o Sexual assault
 - o Involuntary deviate sexual intercourse
 - o Aggravated indecent assault
 - o Indecent assault
 - o Indecent exposure
 - o Incest
 - o Concealing the death of a child
 - o Endangering the welfare of a child
 - o Dealing in infant children
 - o Prostitution and related offenses
 - o Crimes related to obscene and other sexual materials and performances
 - o Corruption of minors
 - o Sexual abuse of children

2. Ever named as the perpetrator of a founded report of child abuse; OR
3. WITHIN THE 5-YEAR PERIOD IMMEDIATELY PRECEDING, convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act.

Signature of Volunteer

Date

Signature of Building Principal / Athletic Director

Date