



## Volunteer Guidelines

Thank you for your willingness to serve the Woodland Hills School District by sharing your time, enthusiasm, and skills with our students and teachers as well as in other parts of the school district and community.

In an effort to ensure that the H.U.G.S. Volunteers Program reflects the highest level of professionalism and support, Program Guidelines have been established. All H.U.G.S. Volunteers must assume the responsibility for adhering to the following:

1. The District Volunteer Application must be filled out and submitted electronically on the [Woodland Hills School District website](#) along with the following security clearances. It is the responsibility of the volunteer to maintain valid clearances.
  - Act 34 Clearance (PA State Police Criminal Background Check)
  - Act 151 Clearance (PA Child Abuse History Clearance)
  - Act 114 Clearance (Federal Background Check – if a resident of PA for less than 10 years) **or** PA PDE 6004 (Arrest/Conviction Report and Certification Form – if a resident of PA for more than 10 years)
2. All volunteers must attend a H.U.G.S. Training Session prior to the start of any volunteer assignment. Specific information about serving as a volunteer will be presented during this time.
3. Woodland Hills School District Board Policies 824 and 907 must be read and adhered to.
4. Regular weekly and monthly volunteers may coordinate their activities with school leadership at the buildings they have chosen after you have communicated this ongoing volunteer interest with H.U.G.S. All “as needed” volunteer assignments will be communicated to the volunteers by H.U.G.S. in a weekly email.
5. Be prompt and dependable when arriving at the volunteer location.
6. H.U.G.S. Volunteers must sign in at the school before reporting to their designated volunteer assignment. Volunteers are to remain at their assigned location or with the assigned employee. At no time should a volunteer extend support that has not been assigned by the district.
7. H.U.G.S. Volunteers must be professional at all times. Dress should be neat and appropriate, language should be acceptable, and cell phones, as well as other technologies, should be used on a limited basis.
8. Unless otherwise noted, H.U.G.S. Volunteers must make outside arrangements for the child care of non-school age children instead of bringing them to school, athletic events, or the district office during volunteer time.
9. H.U.G.S. Volunteers must respect a student's right to confidentiality and privacy as outlined in FERPA (Family Educational Rights and Privacy Act). Information about students must not be shared with others. Please refrain from posting photos of children on social media. If you take photos that you wish to be shared by the school, please send the photos to H.U.G.S. or a school administrator or technology coach so that permissions may be reviewed.
10. The administration of any student redirection or disciplinary action is the legal responsibility of administrators and school staff. H.U.G.S. Volunteers must not intervene to administer or enforce discipline. Volunteers should report immediate concerns to the supervising administrator or staff member.