

BALDWIN- WHITEHALL SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: JANUARY 15, 2014

EFFECTIVE: JANUARY 15, 2014

REVISED: DECEMBER 16, 2015

	<p style="text-align: center;">920. VOLUNTEERS</p> <p>1. Purpose The Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.</p> <p>2. Definitions Limited Contact Volunteer - Any individual who voluntarily provides services to the school district who: (1) is working under the supervision of and in direct contact or close proximity of a school district employee while performing his/her volunteer service (2) does not provide direct services to students or have unsupervised contact with students. Limited contact volunteers provide service to the school district on an occasional basis not to exceed ten (10) days. Examples of limited contact volunteers include but not limited to homeroom parents/guardians; individuals who volunteer to assist in the planning or conducting of classroom celebrations; concert/performance ushers; and individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity.</p> <p>Substantial Contact Volunteer - Any individual who voluntarily provides services to the school district who: (1) works under the general direction and supervision of a teacher or administrator employed by the district; (2) is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by a school district employee; and/or (3) provides volunteer service (regardless of nature) exceeding ten (10) days throughout the school year. Examples of substantial contact volunteers may include but not limited to, coaching an athletic team, advising an extracurricular activity, chaperoning a single day or overnight field trip or competition, tutors, counseling or health-related services and/or providing supplemental assistance to a student without direct supervision by a school district employee.</p> <p>Volunteer Coaches/Sponsors - Any individual who voluntarily provides services to the school district who: (1) works under the general direction and supervision of a coach or student activity sponsor employed by the district; and (2) directly supervises or instructs students engaged in the activity or may, from time to time, be reasonably expected to have unsupervised contact with students. Examples of volunteer coaches/sponsors include individuals who volunteer to serve on the</p>
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	<p>coaching staff of an athletic team; volunteer athletic trainers or equipment managers; and choreographers, musicians and other individuals who provide instruction to students in the marching band/school musical.</p>
<p>3. Authority SC 510</p>	<p>The Board authorizes at the discretion of the Administration the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.</p>
<p>4. Guidelines</p> <p>SC 111</p> <p>23 Pa. C.S.A. Sec. 6301 et seq</p>	<p><u>Limited Contact Volunteers</u></p> <p>Limited Contact Volunteers shall be approved by the appropriate building administrator. The building administrator shall also maintain a record of the names and a brief description of the services performed by all limited contact volunteers providing services in his/her respective building. This record shall be maintained for a period of five (5) years.</p> <p><u>Limited/Substantial Contact Volunteers And Volunteer Coaches/Sponsors/Chaperones</u></p> <p>All limited and substantial contact and coach/sponsor volunteers shall, upon recommendation by the administrator of the building where the services are to be performed and/or Athletic Director, be approved by the Administration prior to providing services to the district. All volunteers need to provide documentation as applicable.</p> <p><i>Requirements/Clearances –</i></p> <p>All substantial contact volunteers and all volunteer coaches/sponsors shall, prior to approval by the Board, submit to the district for review and verification:</p>
<p>SC 111</p>	<ol style="list-style-type: none"> 1. Completed Volunteer Application 2. Identification Card Screening 3. Federal Criminal History record information from the Federal Bureau of Investigation (FBI) or Act 153 Volunteer Affidavit. The Act 153 Affidavit may only be used when the potential volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of previous ten (10) years from the date of this Affidavit.
<p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p>	<ol style="list-style-type: none"> 4. An original Criminal History Report from the Pennsylvania State Police. 5. An original Child Abuse History Clearance from the Pennsylvania Department of Child Welfare.
<p>SC 111 23 Pa. C.S.A.</p>	<p>All required criminal history reports and child abuse clearances shall be provided in the form and manner proscribed by Act 34, Act 114/Affidavit, Act 151 and Act 153,</p>

<p>Sec. 6301 et seq</p>	<p>and must not be dated more than one (1) year prior to the date of approval by the Administration and will be required to obtain the certifications every 60 months to be considered a volunteer. There is no cost for the criminal history and child abuse reports/clearances for a volunteer candidate. Volunteers required to obtain clearances may apply to the school district for reimbursement of the cost for Act 114 FBI Fingerprint Clearance (is to be obtained in the event the volunteer has not lived within the Commonwealth of PA for 10 consecutive years) based on two conditions; (1) the volunteer service exceeded ten (10) days throughout the school year, or (2) a financial hardship can be established by the volunteer based upon the same criteria used to determine eligibility for free and reduced lunch status.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>No individual will be approved to serve as a limited or substantial contact volunteer or volunteer coach/sponsor/chaperone if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from being employed in a Pennsylvania public school under Act 34, Act 114, Act 151 or Act 153.</p> <p>The Baldwin-Whitehall School District's Human Resource Office shall maintain a file of all substantial contact volunteers and volunteer coaches/sponsors/chaperones approved by the Administration, along with copies of all criminal history reports and clearances required by this policy. Each school building will maintain a file of all limited contact volunteers. In addition, each building administrator shall maintain a list of the names and services provided by all substantial contact volunteers who provide services in his/her respective buildings. These records shall be maintained for the duration of the period that the substantial contact volunteer provides services to the district and for a period of five (5) years thereafter.</p> <p><i>Tuberculosis Examination –</i></p>
<p>SC 1418 Title 28 Sec. 23.44</p>	<p>Prior to approval, all substantial contact volunteers and all volunteer coaches/sponsors/chaperones shall undergo a tuberculosis examination, at no cost to the volunteer, administered by the McAnnulty Elementary school nurse in accordance with the regulations of the Department Of Health within one (1) year of the date approved.</p> <p><i>Identification Badges –</i></p> <p>All approved volunteers and volunteer coaches/sponsors/chaperones shall be issued a Raptor or similar system badge which identifies the holder as an approved volunteer or volunteer coach/sponsor/chaperone. Volunteers and volunteer coaches/sponsors/chaperones will be required to wear and display such identification badges at all times while providing services to the district.</p>

<p>5. Delegation of Responsibility</p>	<p><u>General Requirements</u></p> <p>The basic requirement of volunteer services shall be interest in the educational programs, enjoyment in helping children, and a sincere belief that by volunteering a contribution will be made to the learning process.</p> <p>Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member or district employee.</p> <p>Any school volunteer program that will require additional financial support from the district budget will require a formal recommendation from the Superintendent and approval by the Board prior to the implementation.</p> <p>Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time.</p> <p>The Board shall provide authorized independent volunteers and volunteer coaches/sponsors/chaperones with the same liability insurance coverage as provided for employees of the district, to cover them in the performance of their volunteer services.</p> <p>To assure the proper support for the volunteer programs of the district, the following minimal requirements shall apply:</p> <ol style="list-style-type: none"> 1. Each building administrator who uses volunteers in any capacity shall be responsible for training of said volunteers to perform the specific duties associated with their assignments. The Athletic Director and building principal(s), as applicable, shall be responsible for ensuring that all volunteer coaches/sponsors receive appropriate training to perform the duties associated with their assignment. 2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The Athletic Director and the building principal(s), as applicable, will assume general authority and responsibility over all volunteer coaches/sponsors. 3. Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or administration. The volunteer may agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules, regulations, and administrative guidelines governing the conduct of the district's professional employees.
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Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.

References:

School Code – 24 P.S. Sec. 111, 510, 1418

State Department of Health Regulations – 28 PA Code Sec. 23.44

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