



Baldwin-Whitehall School District
4900 Curry Road
Pittsburgh, PA 15236
412-884-6300

Volunteers

The Board recognizes that community volunteers can make valuable contributions to the Baldwin-Whitehall School District's educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the School Board of Directors, subject to legal requirements and administrative procedures. Board Policy No. 920-Volunteers, establishes policies, guidelines and procedures for all volunteers within the Baldwin-Whitehall School District.

The basic requirements of volunteer service should be an 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.

Under no circumstances should a volunteer be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive while under the direction of a staff member or District employee. 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 without cause.

Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board of School Directors or Administration. The volunteer agrees 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.

The District defines volunteers in three categories; Limited Contact Volunteers, Substantial Contact Volunteers and Volunteer Coaches/Sponsors.

- 1. Limited Contact Volunteers.** The following items must be submitted to the school building (main office, athletic office, or activity sponsor) prior to starting as a volunteer. The building principal, athletic director or activity sponsor must approve all volunteers prior to engaging with students.
 - Application Form
 - Raptor System Screening (completed at the school)
- 2. Substantial Contact Volunteers and Volunteer Coaches/Sponsors.** The following forms must be submitted to the school building (main office, athletic office, or activity sponsor) prior to starting as a volunteer. All volunteers must be approved by the building principal, athletic director or activity sponsor prior to engaging with students.
 - Application Form
 - Raptor System Screening (completed at the school)
 - Act 114 Federal Criminal History record information from the Federal Bureau of Investigation (FBI)
 - An original Criminal History Record- Act 34 Clearance

- An original Pennsylvania Child Abuse History clearance from the Pennsylvania Department of Child Welfare
 - Act 151 Clearance
- Tuberculosis test within one year prior to Board of Education approval
- Act 24/82 Arrest/Conviction Report and Certification Form

All required criminal history reports and child abuse clearances shall be provided in the form and manner proscribed by Act 34, Act 114 and Act 151, and are valid for a period of sixty (60) months. (See Appendix 1)

All approved substantial contact volunteers and volunteer coaches/sponsors shall be issued a District identification badge, which identifies the holder as an approved substantial contact volunteer or volunteer coach/sponsor/chaperone. Substantial contact 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.

If you have any questions concerning these regulations, please contact the Human Resource Office at 412-884-6300 ext. 7461.