

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: June 24, 2008

REVISED: February 25, 2015

PLUM BOROUGH SCHOOL DISTRICT

916. VOLUNTEERS	
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.
2. Definition	A volunteer is an adult who is responsible for the welfare of a child or has direct contact with children. Determining whether a volunteer is responsible for the welfare of a child means that the volunteer is acting in lieu of or on behalf of a parent. If a determination is made that the volunteer is not responsible for the welfare of a child, the principal will then determine whether the person has direct contact with students. A volunteer has direct contact with students if they provide care, supervision, guidance or control of students or have routine interaction with students. As to what constitute routine interaction with students, consideration should be given to what the volunteers' role is with the school. Based on this role, is the volunteer providing regular, ongoing contact that is integral to their volunteer responsibilities.
3. Authority	All volunteers who are coaches / sponsors shall, upon recommendation by the Athletic Director or appropriate Building Administrator as applicable, be approved by the Board prior to providing services to the District.
4. Guidelines	<p><u>Safety Requirements</u></p> <p>All volunteers shall, prior to approval by the Board, submit to the District for review and verification:</p> <ol style="list-style-type: none"> 1. An original federal criminal history report. 2. An original criminal history report from the Pennsylvania State Police. 3. An original child abuse history clearance from the Pennsylvania Department of Child Welfare.

<p>5. Delegation of Responsibility</p>	<p>Beginning July 1, 2015, current volunteers already serving in volunteer positions shall be required to submit a child abuse history clearance and a state criminal history check, and must swear or affirm in writing that s/he is not disqualified from service.</p> <p>The required clearances must be resubmitted every 36 months.</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 and Act 151 of the Pennsylvania Public School Code, and must not be dated more than one (1) year prior to the date of approval by the Board. The cost to produce the criminal history and child abuse reports/ clearances shall be the responsibility of the volunteer candidate.</p> <p>No individual will be approved to serve as a volunteer 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 or Act 151.</p> <p>The District shall maintain a list of all volunteers approved by the Board, along with copies of all criminal history reports and clearances required by this policy. In addition, each building administrator shall maintain a list of the names and services provided by all volunteers who provide services in his / her respective buildings. These records shall be maintained for the duration of the period that the independent volunteer provides services to the District and for a period of two (2) years thereafter.</p> <p><u>General Requirements</u></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>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 for any reason or no reason.</p>
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To assure the proper support for the volunteer programs of the District, the following minimal requirements shall apply:

1. The Athletic Director and Head Coach and/or appropriate Activity Sponsor, as applicable, shall be responsible for ensuring that all volunteers who are 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 Head Coach and/or appropriate Activity Sponsor as applicable, will assume general authority and responsibility over all volunteers who are coaches / sponsors.
3. Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or Administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the District's professional employees. The guidelines will be outlined in a required volunteer orientation training conducted by the Athletic Director, the Head Coach and/or appropriate Activity Sponsor or their respective designees.
4. 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.