

# VALLEY VIEW SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: March 17, 2014

REVISED:

<p>1. Purpose SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>2. Definitions</p>	<p style="text-align: center;">916. SCHOOL VOLUNTEERS</p> <p>The purpose of volunteers in the schools is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.</p> <p><b>Volunteer</b> – One who voluntarily offers and provides a service to the school district without receiving compensation. Volunteers can fall into one (1) of three (3) categories, those being single event, short-term or long-term. and one (1) of two (2) student contact categories, limited contact or substantial contact. School district employees who volunteer their services to the school district are not subject to the definitions in this section, but are subject to the remaining contents of this policy unless otherwise indicated. Volunteers are never considered employees of the school district.</p> <p>Volunteer Categories:</p> <p><b>Single-Event Volunteer</b> – One who voluntarily provides service to the school district, without compensation, for a single event which will be completed in one (1) to three (3) school days.</p> <p><b>Short-Term Volunteer</b> – One who voluntarily provides a service to the school district, without compensation, on an occasional basis not exceeding ten (10) days of volunteer work in the aggregate during a school term.</p> <p><b>Long-Term Volunteer</b> – One who voluntarily provides a service to the school district, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days. The intent, however, is to use a long-term volunteer over an aggregate period of time exceeding ten (10) days of volunteer work throughout the school year.</p>
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<p>3. Authority</p>	<p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff. Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration which has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and the administration. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).</p> <p>Single-event and short-term volunteers shall be approved by the school principal. A volunteer disclosure sheet must be completed and maintained in the appropriate building.</p> <p>At all times, all volunteers are to perform only those duties and/or functions assigned to them by the school principal or designee or, in appropriate cases, the teacher to which they have been temporarily assigned.</p> <p>Volunteers will not stand in loco parentis status to students and are not legally empowered to regulate student behavior by performing or imposing disciplinary measures, unless the volunteer is a school district employee whose scope of employ allows such and who has been assigned to do so by the building principal or designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.</p>
<p>4. Delegation of Responsibility</p>	<p>The building principal and/or Athletic Director shall assume general authority and responsibility over all volunteers serving at that school or site. The principal will also base his/her assignment of volunteers on teacher/coach requests for such assistance. The school principal and/or Athletic Director who use(s) volunteers in any capacity shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Supervising the dissemination and procurement of volunteer applications and clearances.</li> <li>2. Reviewing volunteer applications and required clearances.</li> <li>3. Maintaining a file of applications and clearances.</li> <li>4. Ensuring volunteer intakes are conducted, as appropriate.</li> <li>5. Developing a list of duties which would be performed by volunteers in accordance with the identified needs in his/her school. Such duties must be in accordance with applicable Pennsylvania laws and regulations and must not be in conflict with assigned duties of employees of the school district.</li> </ol>

<p>5. Guidelines</p>	<p>6. Assigning duties to the volunteers.</p> <p>7. Ensuring any necessary training of said volunteers to perform the specific duties associated with their assignments.</p> <p>8. Terminating the services of any volunteer:</p> <ol style="list-style-type: none"> <li>a. Who violates school district policy, school rules, or guidelines.</li> <li>b. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the school district, the school, the students, and/or the school's personnel.</li> <li>c. Whose services are deemed to no longer be needed.</li> </ol> <p>9. Informing the Superintendent and the Board in a timely manner of the termination of a volunteer.</p> <p><b>Single-Event- Volunteers</b> who assists in curricular, co-curricular or non curricular activities <b>under the direct supervision</b> of school staff shall not be required to provide Act 34, Act 151 or Act 114 clearances prior to performing volunteer services.</p> <p><b>Short Term Volunteers</b> who assist in curricular, co-curricular or non-curricular activities shall complete a Volunteer Disclosure Sheet along with Act 34, Act 114 and Act 151 clearances prior to performing volunteer services.</p> <p>Any volunteer assisting in curricular, co-curricular or non-curricular activities in the context of overnight or out-of-town field trips, or regularly scheduled short-term volunteer activities who may have direct supervision over students, shall comply with the mandatory criminal history background check requirements under Act 34 of 1985, the mandatory official clearance statement requirements of Act 151 of 1994, and the mandatory federal criminal history record requirements under Act 114 of 2006.</p> <p><b>Long-Term/ Athletic Volunteers</b> shall be required to:</p> <ol style="list-style-type: none"> <li>1. Complete a volunteer disclosure sheet.</li> <li>2. Obtain a current (less than one (1) year old) Act 34 State Police Criminal History Background Clearance.</li> <li>3. Obtain a current (less than one (1) year old) Act 151 Child Abuse History Clearance.</li> </ol>
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4. Obtain a current (less than one (1) year old) FBI background check.

5. Obtain Tuberculosis Test.

Volunteer Coaches/Advisors

In addition to that previously stated herein, the following shall apply to volunteer coaches/advisors:

When, at the written request of the head coach or advisor, and in the opinion of the school principal and the Athletic Director, the addition of a volunteer coach or advisor will enhance the support and training which the regular coaching or advisory staff is providing to students participating in the activity, a volunteer coach or advisor may be utilized.

The Board hereby sets forth the terms and conditions by which a volunteer coach/advisor may be utilized during a competitive extracurricular activity and any training and practices thereof:

1. All volunteer coaches and advisors must make complete the volunteer disclosure sheet, be recommended by the advisor/head coach and the principal.
2. All volunteer coaches and advisors, prior to their assumption of the position and/or duties as a volunteer coach, unless they are a current school employee with clearances already on file, must submit to the district an Act 34 State Police Background Check, an Act 151 Child Abuse History Clearance, the results of a tuberculin test, and the FBI Federal Criminal History Record. As long as there is no break in service, the previously submitted clearances will continue to be good. However, if there is a break in service (not a change in position), then the volunteer will be required to get new clearances.
3. A person may not assume the position of volunteer coach or advisor, render any services, or assume any responsibility of a volunteer coach or advisor until and unless the terms of this policy have been accomplished.
4. Permission to utilize a volunteer coach or advisor may be revoked at any time by the school principal and/or the Athletic Director.
5. The head coach, director or advisor will assume responsibility for the actions and training of a volunteer coach or advisor.

SC 111  
Title 22  
Sec. 8.1 et seq  
23 Pa. C.S.A.  
Sec. 6301 et seq

6. A volunteer coach or advisor, with the exception of a volunteer who is a school district employee, may not solely direct or supervise a group of students, or an individual student belonging to a team. A head coach, director or advisor and/or assistant coach or advisor and/or volunteer who is a school district employee shall be present during all training sessions, practices and/or competitions.
7. The head coach, director or advisor must forward to the school principal and the Athletic Director a request for permission to use a volunteer coach or advisor. This request must include the name of the volunteer, name of the extracurricular activity, a rational statement, and a statement of need.
8. The school principal and the Athletic Director will jointly make a decision to recommend or deny the request. The approved recommendation will then be sent to the Superintendent for approval by the Board.
9. All athletic volunteers will receive a volunteer badge, which must be worn prominently during all activities that the volunteer participates in. If the volunteer coach does not have a school district issued badge they are not permitted to participate in the activities.
10. Upon authorization by the Director of Athletics/Activities and the applicable school principal or designee, and at the request of the coach(s)/advisor(s) involved, an approved volunteer may provide voluntary assistance in an activity similar to the one for which he/she has been approved.

References:

School Code – 24 P.S. Sec. 111

State Board of Education Regulations – 24 P.S. Sec. 8.1 et seq.

State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.

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