

AVON GROVE SCHOOL DISTRICT

SECTION: COMMUNITY
 TITLE: SCHOOL VOLUNTEERS
 ADOPTED: November 13, 2001
 REVISED: April 28, 2005
 October 23, 2008
 August 11, 2011

916. SCHOOL VOLUNTEERS	
<p>1. Purpose</p>	<p>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. Authority SC 510</p>	<p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular District staff.</p>
<p>3. Delegation of Responsibility</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. In conjunction with the School Counselor, each building principal who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments. The Athletic Director and Student Activities Coordinator, 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 principal or designee shall assume general authority and responsibility over all volunteers serving at that site. The Athletic Director and the Student Activities Coordinator, 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, 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. These guidelines will be outlined in a required volunteer orientation training conducted by the building principal, the Athletic Director, the Student Activities Coordinator or their respective designees.

<p>4. Definitions</p>	<p>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.</p> <p>Assistive Volunteer - Any individual who voluntarily provides services to the District, without compensation, and who: (1) works directly under the supervision and direction of a teacher or administrator employed by the District; and (2) does not provide direct services to students or have unsupervised contact with students. Examples of assistive volunteers include 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>Independent Volunteer - Any individual who voluntarily provides services to the District, without compensation, and who: (1) works under the general direction and supervision of a teacher or administrator employed by the District; and (2) provides direct services to students or may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples of independent volunteers include volunteer tutors, chaperones for overnight field trips, and individuals who volunteer to provide counseling or health-related services to students.</p> <p>Volunteer Coaches/Sponsors - Any individual who voluntarily provides services to the District, without compensation, and 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, have or may be reasonably expected to have unsupervised contact with students. Examples of volunteer coaches/sponsors include individuals who volunteer to serve on the 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 or school musical.</p>
<p>5. Guidelines</p>	<p><u>Assistive Volunteers</u></p> <p>Assistive volunteers shall be approved by the appropriate building principal. The building principal shall also maintain a record of the names and a brief description of the services performed by all assistive volunteers providing services in his/her respective building. This record shall be maintained for a period of two (2) years.</p> <p><u>Independent Volunteers And Volunteer Coaches/Sponsors</u></p> <p>All independent volunteers shall, upon recommendation by the administrator of the building where the services are to be performed, be approved by the Superintendent or designee prior to providing services to the District.</p>

<p>SC 111 23 Pa.C.S.A. § 6301 et seq.</p>	<p>All volunteer coaches/sponsors shall, upon recommendation by the Athletic Director or Student Activities Coordinator, as applicable, be approved by the Superintendent or designee prior to providing services to the District.</p> <p><u>Clearances</u></p> <p>All independent volunteers and all volunteer coaches/sponsors shall, prior to approval by the Superintendent or designee, 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>All required criminal history reports and child abuse clearances shall be provided in the form and manner proscribed by law and must not be dated more than one (1) year prior to the date of approval by the Board.</p> <p>No individual will be approved to serve as an independent volunteer or volunteer coach/sponsor 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.</p> <p>The District’s Office of Human Resources shall maintain a list of all independent volunteers and volunteer coaches/sponsors approved by the Superintendent or designee, along with copies of all criminal history reports and clearances required by this policy. In addition, each building principal shall maintain a list of the names and services provided by all independent 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>SC 1418 28 Pa. Code § 23.44</p>	<p><u>Tuberculosis Examination</u></p> <p>Prior to approval, all independent volunteers and all volunteer coaches/sponsors shall undergo a tuberculosis examination, administered in accordance with the regulations of the Advisory Health Board. The cost of the examination will be the responsibility of the volunteer candidate unless a financial hardship can be established by the candidate.</p> <p><u>Identification Badges</u></p>

All approved volunteers shall be issued a District identification badge which identifies the holder as an approved volunteer. Independent volunteers and volunteer coaches/sponsors will be required to wear and display such identification badges at all times while providing services to the District.

General Requirements

The basic requirement of volunteer service shall be interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process. 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.

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 implementation.

Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages 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. The Board shall provide authorized independent volunteers and volunteer coaches/sponsors with the same liability insurance coverage as provided for employees of the District, to cover them in the performance of their volunteer services.

Transportation

Volunteers should not transport students in personal vehicles. If a volunteer transports a student or students in a personal vehicle, neither the volunteer nor the students are covered by insurance provided by the District. Insurance coverage in this situation is through the volunteer's own insurance carrier only.