

# GREATER JOHNSTOWN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: December 9, 2003

REVISED: January 10, 2012

916. SCHOOL VOLUNTEERS	
1. Purpose	The Board recognizes that community volunteers can make valuable contributions to the educational and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.
2. Definitions	<p><b>Volunteer</b> - one who voluntarily offers a service to the school district without compensation.</p> <p><b>Single-Event Volunteer</b> - one who voluntarily provides a service to the school district, without compensation, for a single event, which will be completed in one (1) to three (3) 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 two (2) weeks in cumulative time during a school term.</p> <p><b>Long-Term Volunteer</b> - one who voluntarily provides a service to the school district, including extracurricular activities, without compensation, 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 extended period of time throughout the school year.</p>
3. Authority	The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist regular and extracurricular staff.
SC 111 23 Pa. C.S.A. Sec. 6301 et seq	<p><i>Single-event and short-term volunteers</i> shall be approved by the Board of School Directors. Act 34/151 clearances and FBI Federal Criminal History Records must be obtained at the volunteer's expense, but will be valid until the volunteer no longer wishes to provide a service to the district. The names of prospective volunteers will not be placed before the Board of School Directors for approval until all appropriate documentation is received by the Board Secretary. However, new clearances would be required if a twelve-month lapse of volunteer time occurs. Clearances will be</p>



<p>SC 111</p>	<p>filed with the Board Secretary. Online clearances that are submitted by a volunteer must be validated (signed and dated) by the Board Secretary or Business Manager prior to that individual being placed on the Board Agenda for consideration.</p> <p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution and termination of employment.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq.</p>	<p><i>Long-term volunteers</i> must be approved by the Board of School Directors. Act 34/151 clearances and FBI Federal Criminal History Records must be obtained at the volunteer's expense, but will be valid until the volunteer no longer wishes to provide a service to the district. The names of prospective volunteers will not be placed before the Board of School Directors for approval until all appropriate documentation is received by the Board Secretary. However, new clearances would be required if a twelve-month lapse of volunteer time occurs. Clearances will be filed with the Board Secretary. Online clearances that are submitted by a volunteer must be validated (signed and dated) by the Board Secretary or Business Manager prior to that individual being placed on the Board Agenda for consideration.</p> <p>Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance which is supportive, when under the direction of a staff member or extracurricular employee.</p> <p>Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuables in consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege which is conferred by the Board and administration. As such, any volunteer position or volunteer may be eliminated at any time for any reason or no reason.</p> <p>The Board shall provide authorized long-term volunteers (Board-approved), with the same liability insurance coverage as provided for other employees of the district to cover them in the performance of their volunteer services.</p>
<p>4. Delegation of Responsibility</p>	<p><u>Single-Event And Short-Term Volunteers</u></p> <p>Each building administrator who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments.</p> <p>The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.</p>



<p>5. Guidelines</p>	<p><u>Long-Term Volunteers</u></p> <p><i>In-School Volunteers –</i></p> <p>The same two (2) items listed above shall apply to in-school volunteers.</p> <p><i>Extracurricular Volunteers –</i></p> <p>The Athletic Director or his/her designee shall be responsible for training volunteers to perform the specific duties associated with their assignments.</p> <p>The Athletic Director shall assume general authority and responsibility over all volunteers serving in extracurricular activities.</p> <p>The appropriate district administrator/employee shall furnish a copy of this policy upon the request of an individual to volunteer his/her services.</p> <p><u>In-School Volunteers</u></p> <p>Use of volunteers within the district is not to conflict with or replace any employee.</p> <p>Volunteers will work with students under the immediate supervision and direction of a certificated person.</p> <p>Volunteers are expected to comply with all rules/regulations set forth by the district.</p> <p>Volunteers shall at no time assume responsibility for complete direction and/or control of the students.</p> <p>Volunteers shall 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><u>Extracurricular Volunteers</u></p> <p>The head varsity coach or individual responsible for an extracurricular program shall forward to the Athletic Director a request for permission to use a volunteer. This request must include the name of the volunteer, name of the extracurricular activity, a rationale statement, a statement of need, and qualifications of the proposed volunteer.</p> <p>The high school principal and Athletic Director will jointly make a decision whether to disapprove the request or to forward the same to the Board for consideration. The Board must approve all volunteers prior to their assumption of duties as a volunteer.</p>
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The head coach/extracurricular advisor will assume responsibility for the actions and training of a volunteer.

A volunteer may not solely direct or supervise a team, a group of students, or an individual student, and a district employee shall be present during all training, practices and/or competitions.

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

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



# **GREATER JOHNSTOWN SCHOOL DISTRICT**

## **Middle School/High School/Extra-Curricular Volunteer Guidelines (Board-Approved February 5, 2008)**

**Single-event, short-term and long term volunteers shall be approved by the Board of School Directors.**

The names of the prospective volunteers will not be placed before the Board of School Directors for approval until all appropriate documents are received by the Board Secretary.

### **Required Documents:**

1. Act 34, Act 151 and the FBI Fingerprint Clearances are required, and are obtained at the expense of the prospective volunteer. Refer to GJSD Board Policy #916: Title: School Volunteer; Adopted December 9, 2003; Revised May 22, 2007.
2. If extra-curricular volunteer; head varsity coach or the individual responsible for an extra-curricular program shall forward to the Athletic Director a request for permission to use a volunteer. This request must include the name of the volunteer, name of the extra-curricular activity, a rationale statement, a statement of need, and qualifications of the proposed volunteer. The high school principal and athletic director will jointly make a decision whether to disapprove the request or forward the same to the Board Secretary, to be placed before the Board for their consideration.

### **Supervision of Volunteers:**

Building administrators are responsible for training, assigning and supervising in-school volunteers within their building or activities originating from their buildings.

The athletic director is responsible for training volunteers to perform specific duties associated with their assignments. The head coach/extra-curricular advisor will assume responsibility for the actions and training of a volunteer.

### **Volunteer conditions:**

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance which is supportive, when under the direction of a staff member or extra-curricular employee. The volunteer position is not a right, but rather a privilege which is conferred by the Board and administration. The Board shall provide authorized long-term volunteers with the same liability insurance coverage as provided for other employees in the performance of their volunteer service.



In-school volunteer – will not conflict with or replace an employee; will be under the immediate supervision and direction of the building principal or designee; is expected to comply with rules/regulations of the District; at no time, assume responsibility for complete direction and/or control of the student; shall not directly administer student discipline, or first aid except in the case of an emergency.

Extra-curricular volunteer (in addition to above conditions) – may not solely direct or supervise a team, group or individual student; a District employee shall be present during all training, practice and/or competitions.



# **GREATER JOHNSTOWN SCHOOL DISTRICT**

## **Elementary School Volunteer Guidelines** **(Board-Approved February 5, 2008)**

The Greater Johnstown School District's East and West Side Elementary buildings encourage parent involvement in all programs and activities. To insure the safety and welfare of all children, and to maintain the integrity of the purpose for a meaningful volunteer experience, the following guidelines will be followed:

1. Volunteers must be board approved. Act 34, 151 and FBI Fingerprinting Clearances are required prior to Board approval.
2. The building principal determines the need for, and assigns, all volunteers to programs and activities within their individual building. Building principals receive a list of approved volunteers from which to choose from.
3. Typically, volunteers are needed for: Pre-K/Kindergarten registration; Picture Day; Book Fairs; Field Trips; classroom activities, and other special events that may occur.
4. Volunteers may sit and eat lunch with their child on the day of volunteering, with prior notice given to the principal. Volunteers are not permitted to eat in the teachers' lounge.
5. For further clarification, refer to GJSD Board Policy: #916 Title: School Volunteer; Adopted December 9, 2003; Revised May 22, 2007.