

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: JANUARY 10, 2006

TYRONE AREA SCHOOL DISTRICT

916. SCHOOL VOLUNTEERS	
1. Purpose	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.
2. Definitions	<p>Volunteer - one who voluntarily offers a service to the school district without compensation.</p> <p>Volunteers can fall into one (1) of two (2) categories as determined by the appropriate building administrator, i.e., Short-Term or Long-Term:</p> <ol style="list-style-type: none"> 1. Short-Term Volunteer - one who voluntarily provides a service to the school district on an infrequent basis and/or has limited contact with students. A short-term volunteer will work with students under the direct supervision of a district employee. 2. Long-Term Volunteer - one who voluntarily provides a service to the school district on a recurring basis and/or has repeated contact with students. Said service does not necessarily have to be performed on consecutive days. A long-term volunteer may be reasonably expected to work with students or without the direct supervision of a district employee.
3. Authority	<p>The Board authorizes the selection and use of parents, community members, and others as volunteers to assist and supplement regular district staff.</p> <p>Short-term volunteers shall complete a volunteer disclosure sheet and be approved by the appropriate administrator. A record of their names and a brief description of the service performed shall be maintained via the visitor logs at the building level for a period of two (2) years.</p> <p>Long-term volunteers shall be required to:</p> <ol style="list-style-type: none"> 1. Complete a volunteer disclosure sheet. 2. Obtain a current (less than one [1] year old) Act 34 State Police Criminal History Background Clearance (cost to be paid by the district). 3. Obtain a current (less than one [1] year old) Act 151 Child Abuse History Clearance (cost to be paid by the district).

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<p>4. Delegation of Responsibility</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq</p>	<p>4. For out-of-state residents, obtain an FBI fingerprint card check (cost to be paid by the district).</p> <p>5. Be approved by the Board.</p> <p>Long-term volunteers are eligible for reimbursement for Act 34 and 151 clearances upon completion of 25 or more hours of volunteer services based upon submission of request for reimbursement approved by the respective Principal or Athletic Director. Request must be submitted to the Business Office prior to the end of the school year for reimbursement for that school year.</p> <p>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.</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.</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 or volunteer may be eliminated at any time for any reason or no reason.</p> <p>The Board shall provide authorized long-term volunteers (those with required clearances and Board approval) with the same liability insurance coverage as provided for employees of the district, to cover them in the performance of their volunteer services.</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. Each building administrator who uses volunteers in any capacity shall be responsible for training the volunteers to perform the specific duties associated with their assignments.2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.3. Long-term volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history and child abuse background report, the cost of which will be paid by the district. If, under the applicable laws
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<p>Title 22 Sec. 8.1 et seq</p>	<p>or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not be a volunteer.</p> <ol style="list-style-type: none">4. 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.5. 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.6. The volunteer shall sign a receipt acknowledging the receipt and review of this policy and the policy relative to confidentiality issues regarding students in the school district. <p>The administration will develop procedures to implement this policy.</p>
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TYRONE AREA SCHOOL DISTRICT -- EOE

Short-Term Volunteer Disclosure Sheet

In accordance with Policy 916, all Short-Term Volunteers must have a disclosure sheet on file in the building that they are volunteering in. Please fill out the following information, have it signed by the building administrator and returned to the building office in which you are volunteering.

Name _____

Address _____

Description of what you will be doing in the building _____

Name of employee who you will be working with _____

I swear and affirm that I have not been named as a perpetrator of a founded report for child abuse or founded a report for school employees as defined in the Child Protective Services Law.

I swear and affirm that I have not been convicted of any violations of Title 18 of the Pennsylvania Consolidated Statutes or equivalent crimes in another state.

Building Administrator Signature _____ Date _____

Volunteer Signature _____ Date _____