



Greater Johnstown School District



**Volunteer Program
Policy #916. School Volunteers**

I, _____, acknowledge receipt of the Greater Johnstown School District's "School Volunteer" policy, and understand the policy regulations. I also realize that my service to the District can be terminated at the discretion of District officials or Board of School Directors.





Greater Johnstown School District Confidentiality Agreement



“Confidence” refers to information protected by the agency-client under applicable law; and “Secret” refers to other information gained in the professional relationship that the client has requested be held inviolate or the disclosure of which would be embarrassing or would likely be detrimental to the client.*

I, _____, do hereby understand the importance of the Confidentiality Agreement. I will uphold the confidentiality of my position. I understand that if I fail to do so, my position would be jeopardized, and if found guilty in a court of law, could be held liable with a fine.

* Page 1M – 18M. Martindale-Hubble Law Directory. Volume VII: Law Digest Uniform Acts. A.B.A. Sections: One Hundred and Eleventh Year. 1979

Greater Johnstown School District

Section: Community

Title: School Volunteers

Adopted: December 9, 2003

Revised: July 7, 2005

916. SCHOOL VOLUNTEERS

1. Purpose

The Board recognizes that community volunteers can make valuable contributions to the educational and extra-curricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

2. Definitions

Volunteer – one who voluntarily offers a service to the school district without compensation.

Single-Event Volunteer – 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.

Short-Term Volunteer – 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.

Long-Term Volunteer – one who voluntarily provides a service to the school district, including extra-curricular 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.

3. Authority

The Board authorizes the selection and use of parents, community members, and others as volunteers to assist regular and extra-curricular staff.

Single-Even and Short-Term Volunteers shall be approved by the Board of School Directors. Act 34/151 Clearances 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. However, Clearances would be required if a twelve-month lapse of volunteer time occurs. Clearances will be filed in the Office of Professional Personnel. On-line 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.

Long-Term Volunteers must be approved by the Board of School Directors. Act 34/151 Clearances 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. However, new Clearances would be required if a twelve-month lapse of volunteer time occurs. Clearances will be filed in the Office of Professional Personnel. On-line 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.

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance which is supportive, when under the director of a staff member or extra-curricular employee.

Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable 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.

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.

4. Delegation of Responsibility

Single-Event and Short-Term Volunteers –

1. 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.
2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.

Long-Term Volunteers –

In-School Volunteers:

The same two items listed above shall apply to in-school volunteers.

Extra-Curricular Volunteers:

1. The Athletic Director or his/her designee shall be responsible for training volunteers to perform the specific duties associated with their assignments.
2. The Athletic Director shall assume general authority and responsibility over all volunteers serving in extra-curricular activities.

The appropriate district administrator/employee shall furnish a copy of this policy upon the request of an individual to volunteer his/her services.

5. Guidelines

In-School Volunteers

1. Use of volunteers within the district is not to conflict with or replace any employee.
2. Volunteers will work with students under the immediate supervision and direction of a certified person.
3. Volunteers are expected to comply with all rules/regulations set forth by the district.
4. Volunteers shall at no time assume responsibility for complete direction and/or control of the students.
5. Volunteers shall not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in case of an emergency.

Extra-Curricular Volunteers

1. The head varsity coach or 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.
2. 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.
3. The head coach/extra-curricular advisor will assume responsibility for the actions and training of a volunteer.

4. 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.
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.