

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS AND  
VOLUNTEER COACHES

ADOPTED: April 27, 2009

REVISED: March 12, 2012;  
September 22, 2014;  
March 9, 2015; February 8, 2016

<b>916. SCHOOL VOLUNTEERS AND VOLUNTEER COACHES</b>	
1. Purpose	The Board recognizes that quality educational programs require the active support and involvement of everyone associated with our schools. School volunteers can make valuable contributions to the educational program. The use of school volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.
2. Definitions	<p><b>Volunteer</b> – any individual who voluntarily provides services to the School District without compensation, and who can be reasonably expected to have direct contact with children. Examples of volunteers may include volunteer tutors, overnight chaperones, individuals who volunteer to provide volunteer counseling or health-related services to students, chaperones for field trips or overnight trips.</p> <p><b>Visitor</b> – Any individual who enters school district premises who is not reasonably expected to have direct contact with students. Examples may include guest speakers or presenters, , concert/performance ushers, volunteer game workers or volunteer performance workers.</p> <p><b>Direct Contact with Children</b> – Possibility of care, supervision, guidance or control of children by a paid employee or contractor of, or an employee of a person under contract with, a school entity, and routine interaction with children by a paid employee of a school entity or a person under contract with a school entity.</p> <p><b>Volunteer Coach</b> – Any individual who voluntarily provides coaching services to the District without compensation, and who (1) coaches under the general direction of a District employee, and (2) provides direct services to students or may have or can be reasonably expected to have unsupervised contact with students during onsite or offsite District sports events, which may include overnight trips.</p>
3. Authority SC 510	The Board authorizes the use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.
4. Guidelines	<p><u>Volunteers</u> Volunteers shall be approved by the appropriate Building Administrator. The Building Administrator shall also establish and maintain a record of the names and a brief description of the unpaid services performed by all volunteers providing</p>

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services to the building's students.

### Volunteer Coaches

Volunteer Coaches must be recommended by the applicable Head Coach and interviewed and approved by the Coordinator of Athletic Services. Volunteer coaches must be approved by the Board of School Directors prior to the provision of coaching services to the District.

### Clearances

All Volunteers shall, prior to approval by the Building Administrator, submit to the District for review and verification:

1. An original federal criminal history report, less than one year old or a completed and signed Residency Certification Form less than one year old.
2. An original Pennsylvania State Police criminal history report, less than one year old.
3. An original child abuse history clearance from the Pennsylvania Department of Child Welfare, less than one year old.
4. A completed Form PDE-6004 (Arrest/Conviction Report and Certification Form), less than one month old

Clearances over sixty (60) months old shall no longer be valid and may not be used for the purposes of remaining a Volunteer. Clearances less than sixty months old may be used to renew as a volunteer; however, they must not become sixty months old while the volunteer is serving without being renewed.

All Volunteer Coaches shall, prior to approval by the Board of School Directors, submit to the District for review and verification:

1. An original federal criminal history report, less than one year old. (NOTE: Volunteer Coaches may NOT substitute the Residency Certification Form.)
2. An original Pennsylvania State Police criminal history report, less than one year old.
3. An original child abuse history clearance from the Pennsylvania Department of Child Welfare, less than one year old.
4. A completed Form PDE-6004 (Arrest/Conviction Report and Certification Form), less than one month old.
5. A signed and completed Pennsylvania Department of Health tuberculosis test or signed doctor's statement of the negative result of a physical examination for tuberculosis. (Tuberculosis tests are considered by to "current" if within 90 days from date of hire.)

Clearances over sixty (60) months old shall not be valid and may not be used for the

<p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>purposes of becoming or remaining a Volunteer Coach. Clearances less than sixty months old may be used to renew as a Volunteer Coach; however, they must not become sixty months old while the volunteer is serving without being renewed.</p> <p>All required criminal history reports, child abuse clearances and tuberculosis tests shall be provided in the form and manner proscribed by Act 34, Act 114, and Act 151 and other portions of the Pennsylvania Public School Code. Clearances must not be dated more than one (1) year prior to the date of approval by the Building Administrator. The cost to procure the criminal history and child abuse reports/clearances and/or the tuberculosis testing shall be the responsibility of the volunteer or volunteer coach candidate, unless a financial hardship can be established by the candidate based upon the same criteria used to determine eligibility for free and reduced lunch status.</p> <p>Volunteers who are continuously approved as volunteers or volunteer coaches would not need to have their criminal history and child abuse clearances renewed each year provided there is no break in service. A renewal would be required after a break in service, or when the clearance becomes sixty (60) months old.</p>
<p>SC 111 23 Pa. C.S.A. Sec.6301 et seq</p>	<p>No individual will be approved to serve as an independent volunteer if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such an individual from being employed in a Pennsylvania public school under Act 34, Act 114 or Act 151.</p> <p><u>Identification Badges</u> All approved Volunteers shall be issued a district identification badge without building entry capabilities which identifies the holder as an approved Volunteer. These badges must be worn at all times while providing services to the District.</p>
<p>5. Delegation of Responsibility</p>	<p>The Superintendent or designee shall maintain supervisory control over the school volunteer program.</p> <p>The District’s Office of Human Resources shall establish and maintain a file of all Volunteers approved by the Building Administrators that is viewable by all administrators with appropriate dates of all clearances required by this policy. In addition, each Building Administrator shall establish and maintain a list of the names and services provided by all Volunteers in his/her building.</p> <p>The Building Administrator shall assume general authority and responsibility over any/ all volunteers serving at that site.</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.</p> <p>Volunteers are not to have access to or handle any materials of a personal or</p>

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confidential nature.

Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages or any other valuable consideration for the performance of volunteer services. Any voluntary position may, at any time, be eliminated for any or no reason.

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.

Volunteers must follow building procedures when entering or providing services at that location.