

916 AR-1 GUIDELINES FOR VOLUNTEER ADMINISTRATION

Volunteers who work directly under the supervision and direction of the teacher or supervisor and does not provide direct services to students or have unsupervised contact with students will not be required to provide clearances.

Volunteer and volunteer coaches (hereinafter referred to as “independent volunteers”) who provide direct services to students or may reasonably be expected to have unsupervised contact with students will be required to provide the following:

1. An original criminal history report
2. An original child abuse history clearance from the PA Department of Child Welfare.

Examples of “independent volunteers” include volunteer tutors, chaperones for field trips, 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 marching band or school musical.

Procedures:

Clearances must not be dated more than one (1) year prior to the date of service. Clearances must be updated every seven (7) years.

Clearances will be submitted to the building principal for review and approval.

Clearances with any remarks from the reporting agency must be forwarded to the Human Resources Office for final review.

No individual will be approved to serve as an “independent volunteer” if the criminal history or child abuse reports/clearances required by these guidelines evidence an offense which would preclude such individual from being employed in a Pennsylvania public school under Act 34 or Act 151.

All volunteers will sign a volunteer agreement. Volunteers will need to update this agreement only if there is a discontinuation of service for more than a calendar year.

Building principals will maintain a list of all “independent volunteers”, along with copies of all criminal history reports, clearances, and volunteer agreements required by these guidelines.

REV. 7/11