



# GREATER Johnstown SCHOOL DISTRICT

1091 Broad Street, Johnstown, PA 15906

Superintendent (814) 533-5650

Business Manager (814) 533-5683

Fax Number (814) 533-5662

Dear Prospective Volunteer:

Enclosed is information relative to requirements established by the Board of School Directors in regard to your desire to volunteer in the District.

The District realizes the costs associated with obtaining your clearance documents may pose a financial burden, however it is our belief that every attempt needs to be made to provide your child(ren), as well as all children in the Greater Johnstown School District, with the safest environment possible.

#### Documents Enclosed

1. Board Policy # 916, "Volunteers"
2. District Volunteer Guidelines form which requires your signature and must be submitted with your clearance documents
3. "Confidentiality Statement" form which requires your signature and must be submitted with your clearance documents

The process of obtaining your clearance documents can be done conveniently by using the following websites:

1. PA Criminal Clearance (Act 34) at <https://epatch.state.pa.us>
2. PA Child Abuse Clearance (Act 151) at <https://www.compass.state.pa.us/CWIS>
3. FBI Federal Criminal Clearance (Act 114) at <https://uenroll.identogo.com>. The fee for this clearance document is \$22.60. Service Code-PDE Volunteer is 1KG6Y3. Please register under the Department of Education.

Please submit your PA Criminal clearance, PA Child Abuse Clearance, FBI Federal Criminal Clearance documents, that are no older than 1 year, as well as the complete District Volunteer Guidelines form and Confidentiality Statement to the Superintendent's Office, located at 1091 Broad Street, Johnstown, PA 15906. **Your name will not be placed before the Board of School Directors for consideration until all of the above listed documents are received. All clearance documents must indicate no violations to be considered.**

You are required to renew your clearance documents every 60 months. If you have not volunteered for a year or longer, the District requires you to obtain new clearance documents.

If you have any questions regarding the above information/procedure, you may call 533-5658.



Book	Policy Manual
Section	900 Community
Title	Volunteers
Number	916
Status	Active
Adopted	December 7, 2015
Last Revised	November 1, 2016

### Purpose

The Board recognizes that community volunteers can make valuable contributions to the educational, extracurricular and interscholastic athletics programs. The use of community volunteers shall be endorsed by the Board, subject to legal requirements and administrative regulations.

### Definitions

**Volunteer** - an individual who voluntarily offers a service to the district without compensation.

**Single-event Volunteer** - an individual who voluntarily provides a service to the district, without compensation, for a single event, which shall be completed in one (1) to three (3) days.

**Short-term Volunteer** - an individual who voluntarily provides a service to the district without compensation on an occasional basis, not exceeding a cumulative period of two (2) weeks during a school term.

**Long-term Volunteer** - an individual who voluntarily provides an uncompensated service to the district, including services to extracurricular activities or program of interscholastic athletics, during an extended time period throughout the school year. Such service shall not be required to be performed on consecutive days.

### Authority

The Board authorizes the selection and use of parents/guardians, community members and other individuals as district volunteers.

Single-event, short-term and long-term volunteers shall not be approved by the Board until s/he has complied with the background check requirements for criminal history and child abuse clearances and the district has evaluated the results of that screening process. Such clearances shall be obtained at the volunteer's expense and submitted to the Superintendent's Office.<sup>[1]</sup>

New clearances shall be required every sixty (60) months, or for reinstatement following a twelve (12) month lapse of volunteer service. Online clearances shall be required to be signed and dated by the Superintendent's Office or Business Manager prior to the prospective volunteer's placement on the Board agenda for consideration.

Volunteers shall not be asked to assume the professional responsibilities of district employees. Volunteers may provide supportive assistance when under the direction of a district or extracurricular employee.

A volunteer shall not be considered an employee of the district. A volunteer shall receive no wages or other valuables in consideration for the performance of volunteer services.

A volunteer position or volunteer may be eliminated at any time for any or no reason, according to the needs of the district and as determined by the Board.

The Board shall provide authorized long-term volunteers with the same liability insurance coverage as provided for district employees.

### Delegation of Responsibility

#### Single-Event, Short-Term and Long-Term In-School Volunteers

Each building principal or designee shall be responsible for the training and supervision of each single-event, short-term and long-term in-school volunteer assigned to the school.

#### Long-Term Extracurricular Activities and Interscholastic Athletics Volunteers

The Extracurricular Activities Coordinator shall be responsible for training and supervising long-term extracurricular activity volunteers to perform the specific duties associated with such assignments.

The Athletic Director or designee shall be responsible for training and supervising interscholastic athletics volunteers to perform the specific duties associated with such assignments.

A copy of this policy shall be furnished to individuals seeking to volunteer services in district schools.

### Guidelines

#### In-School Volunteers

Volunteers shall be required to comply with all policies, rules, administrative regulations and procedures set forth by the district.

Volunteers shall at no time assume responsibility for the complete direction and/or control of students.

#### Extracurricular Activities Volunteers

The Extracurricular Activities Coordinator shall forward a request for permission to use a volunteer to the building principal or designee. This request shall include the name of the volunteer and extracurricular activity, qualifications of the proposed volunteer and a rationale statement and statement of need.

The building principal or designee shall make a decision whether to disapprove the request or to forward the same to the Board for consideration.

#### Interscholastic Sports Volunteers

The head varsity coach responsible for an interscholastic athletic program shall forward a request for permission to use a volunteer to the Athletic Director or designee. This request shall include the name of the volunteer and interscholastic athletics, qualifications of the proposed volunteer and a rationale statement and statement of need.

The building principal and Athletic Director shall jointly make a decision whether to disapprove the request or to forward the same to the Board for consideration.

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

Volunteers shall not be permitted to directly administer student discipline. First aid administration shall be in accordance with Board policy.

Legal

1. 23 Pa. C.S.A. 6301 et seq

24 P.S. 1418

24 P.S. 510

28 PA Code 23.44

Pol. 123

Pol. 123.1

Pol. 123.2

Pol. 216

Pol. 806

Pol. 824

Pol. 907

Last Modified by Crystal Hasselbauer on December 8, 2016



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## **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 Act 114 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. Volunteer 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; Last Revised November 1, 2016.



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## **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; last revised Nov. 1, 2016.
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.



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## **VOLUNTEER PROGRAM Policy #916. School Volunteers District Volunteer Guidelines**

I, \_\_\_\_\_, acknowledge receipt of the Greater Johnstown School District's "School Volunteer" policy, and understand the policy regulations. I also acknowledge receipt of the Elementary and Secondary/Extra-Curricular Volunteer Guidelines, and understand the guidelines.

I realize that my service to the District can be terminated at the discretion of District officials or Board of School Directors.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number**

**Building and/or Extra-Curricular Activity:** \_\_\_\_\_

Volunteer Signature Form

*The Greater Johnstown School District is an equal opportunity employer.*



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## Confidentiality Statement

**“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 by held inviolate or the disclosure of which would be embarrassing or would be likely to be detrimental to the client.**

I, \_\_\_\_\_, do hereby understand the importance of the Confidentiality Statement. 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 for a fine.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number**

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

Volunteer Confidentiality Statement

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