

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: COMMUNITY

TITLE: VOLUNTEERS/GUEST ARTISTS

ADOPTED: 8/10/2015

REVISED:

916. VOLUNTEERS/GUEST ARTISTS	
1. Purpose	The Board recognizes that community volunteers and guest artists can make valuable contributions to educational programs. The use of community volunteers and guest artists is endorsed by the Board, subject to legal requirements and administrative procedures. In all cases, the use of parent or pupil volunteers and guest artists is a decision made by the teacher and the Principal.
2. Definition	<p>Volunteer – any individual who voluntarily provides services to the school who may or may not have direct contact with students. Examples include: field trip chaperones, individuals who volunteer to assist in the planning or conducting or school celebrations, concert/performance ushers and individuals who help manage or perform functions ancillary to after school activities.</p> <p>Guest Artist – any individual who provides short term artistic instruction and is not on payroll.</p>
3. Authority	The Board authorizes the selection and use of guest artists, parents, community members, and others as volunteers to assist and supplement regular district staff. The basic requirement of a guest artist or volunteer service shall be an 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.
4. Delegation of Responsibility	The Principal or his/her designee will develop administrative procedures that detail recruiting, qualifications, duties, and responsibilities of volunteers and guest artists.
5. Guidelines	<p>General</p> <p>The Board shall require that all volunteers and guest artists complete the following every three (3) years:</p> <ul style="list-style-type: none"> • A Pennsylvania State Police Request for Criminal Check; • An FBI background check (Act 34 of 1985, 24 P.S. §1-111(e)), which is not required if the volunteer has been a resident of PA for the entirety of the previous 10 years; and • A Pennsylvania Child Abuse History Clearance (Act 151 of 1994, 23 Pa. C.S. §6355).

Reimbursement for volunteer clearances may be approved by the Principal or his/her designee based on financial need or extenuating circumstances.

If, under the pertinent laws or regulations, a volunteer's criminal history/child abuse report precludes him or her from being hired as an employee, that person may not be a volunteer.

Volunteers and guest artists shall not assume the professional responsibilities of the school staff. Volunteers and guest artists may provide assistance that is supportive, when under the direction of a staff member.

Volunteers and guest artists shall not directly administer student discipline or first aid, except in the case of an emergency.

The principal (or designee) shall assume general authority and responsibility over all volunteers serving at that site.

Under no circumstances shall a volunteer or guest artist be considered an employee of the school. A volunteer shall receive no wages from the school. Any volunteer or guest artist position may be eliminated at any time for any reason. In addition, any volunteer or guest artist may be removed from a volunteer position for any reason.

Transportation

Volunteers or guest artists who transport students in personal vehicles are not covered by insurance provided by the school. Insurance coverage in this situation is through the volunteer's own insurance carrier. Prior to *any* volunteer or guest artist assuming the responsibility of transporting a student, parent/guardian permission must be acquired through school processes. Such permission may not be garnered through mutual consent between volunteer/guest artist and parent/guardian. If a parent/guardian does grant permission for such transportation arrangement through school processes, the volunteer or guest artist will sign a school form regarding the assumption of such risk.

Rules and Regulations

Volunteers or guest artists 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 or guest artist must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer or guest artist shall adhere to all rules and regulations and administrative guidelines governing the conduct of the school's professional employees.

Insurance Coverage

The District carries liability coverage which extends to volunteers or guest artists while acting within the scope of their assigned duties on behalf of the school, subject to standard insurance policy limitations, except as stated above.