CIVIC ENGAGEMENT
POLICIES AND PROCEDURES FOR STUDENTS
DAVIES LEADER

This document, designed to maximize safety precautions, outlines policies and procedures for students while involved in community service and while traveling to and from service sites. The following topics are covered in this document:

1. Procedures for handling emergencies while involved in service
2. Use of alcohol or controlled substance
3. Safety issues related to travel
4. Safety issues related to work sites
5. Policies related to following agency’s precepts and rules
6. Policies related to interaction with children
7. Policies related to role as ambassador

1. Procedure for handling emergencies while involved in service:
   - An emergency, here understood, as any activity or incident that is a risk to your safety or the safety of others who are with you, including but not limited to physical injury, emotional trauma, and verbal threats.
   - First seek medical attention if necessary or call 911.
   - Remove yourself and others from further danger as soon as possible.
   - Contact the person responsible at the agency or organization and contact one Allegheny College administrator at the college or at their home.

   The order of priority in contacting an administrator is:

   1. Contact one of the following staff members of Civic Engagement:
      
      Davies Program Coordinator
      814-332-5318 (College)
      
      David Roncolato, Director of Civic Engagement
      814-332-5318 (college)
      
   2. If neither is available, then you may call:
      
      Dean of Students
      814-332-4356 (college)

   - If none of the administrators are available or the phone numbers are not accessible contact the Allegheny College security office at 814-332-3100 and ask them to connect you to the proper administrator.
   - The administrator will take responsibility for communicating the situation to other administrators according to the “Allegheny College Crisis Notification Chart.”
   - Write a detailed, objective, account of the situation within the first 24 hours after the occurrence and submit it in person to David Roncolato or the Davies Program Coordinator. If this occurs away from campus the report is to be submitted in person within 24 hours of returning to campus.

2. Use of alcohol or controlled substance:
   - There are no occasions in which the consumption of (or the transportation of) alcohol or controlled substances are appropriate while involved in community service activities or programs.
   - Using, or being under the influence of alcohol or controlled substances is prohibited in all programs and activities related to community service whether they occur on campus, in the community, or on service trips or conferences.
   - Civic Engagement acting in agreement with the Dean of Students, reserves the right to exclude any student found to be in violation of this policy from future activities, events, programs or trips sponsored by Civic Engagement. Students involved in Allegheny College sponsored community service programs fall under the jurisdiction of all other college policies and judicial sanctions including General College Policy #9 and the Allegheny College Judicial System, Article III (see The Compass: Student Handbook).
3. Safety issues related to travel:

**Please see Policies and Procedures for Van Usage**

- Students are granted permission to drive Gateway, Civic Engagement, and Motor pool vehicles in the Meadville area, for service related activities, after completing the Allegheny College Driver Education program and receiving a “Gator License”, having provided proof of a good driving record, and giving written agreement to the policies of the particular office responsible for the vehicle.
- Students are required to carry their “Gator License”, Driver License and College ID with them whenever driving a college vehicle.
- Students are considered; “involved in a community service activity” for the entire period of time the vehicle has been signed out until it is returned to its parking space on campus.
- Additional training is required for driving any vehicle larger than a minivan.
- When traveling out of town for a service trip or service related conference a travel itinerary, contact information and a roster need to be placed on file with the secretary of Civic Engagement prior to departure.
- If a student chooses to drive a personal vehicle to and from a service site they are considered “involved in a community service activity” only while at the site and not while traveling to and from the campus.
- Non Allegheny individuals can be transported in Allegheny vehicles only in compliance with the following restrictions;
  1. with written permission of parents or guardians (if under the age of 18)
  2. with a second, non-driving, Allegheny student or agency representative, in the vehicle
  3. with a fastened seatbelt
  4. with contact information present in the vehicle or readily available
  5. within a radius of 20 miles of Meadville
  6. Children under 8 years old must ride in an NHTSA approved car seat

4. Safety issues related to work sites:

- Students are permitted to work at construction sites only under the direct supervision of a skilled supervisor from an agency, an organization or an employee of Allegheny College.
- Students are not permitted to work on projects higher than two stories off the ground unless they are provided safety harnesses or scaffolding.
- Students are not permitted to use power tools unless they have been taught by, and are under the direct supervision of, a skilled supervisor.
- Students are prohibited from working with any electrical tools at a construction site unless the outlets are on a Ground Fault Indicator circuit (GFI).
- Students are to avoid putting themselves or others in violent or dangerous settings such as riots or fights.
- Students are to remove themselves from dangerous situations if they arise while involved in community service.
  The one exception to this policy is if the student has specific “restraint training” and is expected to use this training in the event of incident of this nature.

5. Policies related to the following agencies precepts and rules:

- Students are expected to learn and follow all precepts and rules, including dress code, at the agencies and organizations where they are involved in community service activities.
- If the policies of the agency and the policies of Allegheny College and Civic Engagement contradict each other the student is expected to comply with the Civic Engagement and College policies and to bring the discrepancy to the attention of a Civic Engagement administrator. Such contradictions will be handled on a case-by-case base.

6. Policies related to interaction with children:

- All students who will be working with children one-on-one and all students who are in a service leadership position with an organization that works with children and youth are required to secure Pennsylvania Act 33 and Act 34 child abuse and criminal record check clearances. A third clearance may be required, which is fingerprinting done by Cogent at Bethesda Children’s Home for the FBI. A copy of the clearances is to be kept on file in Civic Engagement. Exceptions to this policy must be in written form from the host agency or organization.
- Allegheny students are never permitted to be alone with a child under the age of 18 while engaged in an Allegheny College sponsored community service activity unless it is the explicit written policy of the agency. This means there must be at least one other person, who is not a child, present in the room at all times. This policy also applies to outdoor activities.
• Students are to learn and to follow the discipline procedures set up by the hosting agency or organization.
• Students are prohibited from the use of physical contact with a child unless the student has received explicit “restraint training” from the hosting agency or organization.
• Students are to report discipline problems, and signs of neglect or abuse to the on-site supervisor and to their Allegheny College supervisor.

7. Policies related to role as ambassador

• As an ambassador of the college to the wider community your actions are expected to be beyond reproach throughout the duration of your summer commitment as a Davies Leader. This applies to evening and weekend hours as well as hours during the workday. For the purposes of this policy you are never considered “not a Davies Leader” during the weeks you are in Meadville over the summer working as a Davies Leader.
• There is a “zero tolerance” policy in regard to breaking any civil or college laws or policies. This includes parking illegally, littering or any behavior that might be deemed “un-neighborly.” There is a “zero tolerance” policy for outdoor public displays of significant alcohol consumption (even if of legal age).
• “Zero tolerance” means that the supervisors of the Davies program are warranted in terminating participation in the program with the first infraction.

I hereby certify that I have read and understand the “Civic Engagement Policies and Procedures for Students” document, and will adhere to these guidelines and regulations.

_________________________________________  __________________
Signature                                      Date

_________________________________________  __________________
Printed Name                                  ID Number