

# UNIONTOWN AREA SCHOOL DISTRICT

## VOLUNTEER POLICY

Adopted: May 19, 2014

### PURPOSE

In order to devote more time to teaching, coaching and exposing students to the benefits of diverse talents and skills of community resources, the Uniontown Area School District shall permit and encourage a program of school volunteer assistance.

### AUTHORITY

The Board of School Directors may adopt and enforce reasonable rules and regulations as governs school volunteer's participation in the activities of the district. In this regard, the Board recognizes that there are differences between a volunteer who may assist in classroom activities under the direct supervision of a classroom teacher and volunteers who regularly may assist in athletic activities who may have occasion to work directly with students without direct supervision of a paid athletic coach, or who may otherwise have occasion to have direct supervision over students.

### DEFINITIONS

**Classroom volunteers** shall mean volunteers to assist in classroom activities and curriculum-related projects during the school day under the direct supervision of a classroom teacher and may include volunteers assisting in cocurricular and extracurricular activities on an infrequent and irregular basis, both during the school day and after regular school hours.

**Athletic volunteers** shall mean unpaid volunteer regularly assisting coaches in an athletic activity and providing services on a regular basis and/or daily basis during a sports season. Athletic volunteers may work directly with student athletes on activities and techniques. While they are under the direction of a paid coaching staff, they may, on occasion, have direct contact with students in absence of direct supervision of paid athletic coaches. Athletic volunteers may be asked to assume responsibilities of a paid athletic coach in an emergency situation.

### GUIDELINES

The basic requirements for volunteer service shall be interest and enjoyment in children and a belief that they can learn.

The Board shall provide authorized volunteers the same liability insurance coverage as provided for employees of the district.

Adults who have volunteered for the program will be given an orientation which will precede the actual assignment and performance of duties and be conducted by the building administration plus the staff member(s) who will be working with the volunteer.

Specific guidelines, which will include a copy of this document, will be given to each volunteer. Those guidelines will describe the kinds of activities that may be performed by the volunteer and will have been developed by the Building Principal and/or staff member(s) working with the volunteer.

During the orientation, volunteers will receive information relative to their individual schedules and involvement in future training programs.

Evaluation will be a continuous and informal process. The effectiveness of the volunteer activity will be periodically assessed by the Building Principal and professional staff member(s) working with the volunteer.

The Board requires that all volunteers undergo a tuberculosis examination upon initial employment in accordance with the regulations of the Advisory Health Board.

### Procedures

The Superintendent shall maintain supervisory control over the program and shall provide for administrative guidelines and the implementation of volunteer services in each school.

#### *Classroom Volunteers –*

1. Classroom volunteers shall not be asked to assume the professional responsibilities of the school staff, but will work under the direction of the staff members, providing help in activities which are supportive, reinforcing or enriching in nature.
2. Classroom volunteers will not be involved in the direct disciplinary action involving a student or the administration of first aid, except in an emergency situation.
3. Classroom volunteers who assist in curricular, cocurricular or extracurricular activities under the direct supervision of school staff shall not be required to provide Act 34, Act 151 or FBI Fingerprinting prior to their performing volunteer service; provided, however, that any volunteer assisting in curricular, cocurricular or extracurricular activities in the context of an overnight or out-of-town field trips, or regularly scheduled classroom volunteer activities who may have direct supervision over students, shall comply with the mandatory criminal history background check requirements under Act 34 of 1985, the mandatory official clearance statement requirements of Act 151 of 1994 and the mandatory FBI Fingerprinting.

4. No classroom volunteer shall participate in a classroom, cocurricular or extracurricular activity without prior knowledge and approval of the building principal. Classroom volunteers who require Act 34, Act 151 or Fingerprinting clearances under this policy for overnight and out-of-town field trips, or regularly scheduled classroom volunteer activities, shall be reported to the Superintendent, who shall approve their participation as volunteers. The names of these individuals will be reported to the Board of School Directors by the Superintendent at the next Board meeting after Superintendent approval is given.

*Athletic Volunteers –*

1. All requests for athletic volunteers shall be submitted to the Superintendent by the building principal prior to the first day of practice or prior to the athletic volunteer beginning to work with the student athletes. No athletic volunteer shall perform any service with regard to the sports program until after s/he has been approved by the District Superintendent for that volunteer position.
2. No candidate shall begin an athletic volunteer position until such candidate has complied with the mandatory criminal history background check requirements under Act 34 of 1985, which shall report that the candidate has not been convicted within five (5) years immediately preceding the date of the criminal history report of any of the offenses enumerated in Act 34 of 1985, and the district has had an opportunity to evaluate the results of that report. The criminal history background report required herein shall not be dated more than one (1) year prior to its date of submission to the district.
3. No candidate shall begin an athletic volunteer position until such candidate has complied with the mandatory official clearance statement requirements of Act 151 of 1994 and has submitted an official clearance statement obtained from the Department of Public Welfare of the Commonwealth of Pennsylvania in the immediately preceding year indicating that the candidate has not been named as a perpetrator of an indicated or founded report and is not named as an individual responsible for injury or abuse to a child, or is not named in the indicated report for a school employee or a founded report for a school employee.
4. No candidate shall begin an athletic volunteer position until such candidate has complied with the mandatory federal criminal history record check requirements under Act 114 of 2006, which shall report that the candidate has not been arrested as enumerated in Act 114 of 2006.
5. Athletic volunteers may begin performing their duties only upon the Superintendent's approval. The Superintendent shall submit to the Board the names of all athletic volunteers for Board approval at the next public Board meeting occurring after the Superintendent's approval. The Board retains the right to withdraw approval for any athletic volunteer approved by the

Superintendent with or without cause. If approval for a volunteer is withdrawn by the Board, the athletic volunteer shall immediately cease performing volunteer services for an athletic activity.

6. Criminal history background checks and official clearance statements shall be required for athletic volunteers because athletic volunteers may be asked to assume responsibilities of the paid coaching staff in certain circumstances and may perform activities in direct contact with students under circumstances which do not allow direct supervision by paid coaching staff members.
7. When any member of the district administration becomes aware that an athletic volunteer is performing services without approval of the Superintendent, the administrator shall immediately remove the athletic volunteer from the activity and shall immediately report the same to the Superintendent and the Board.
8. Permission to use volunteer coaches is for one season only. The process must be completed for each new season or activity.
9. Limits on the number of athletic volunteers that may be used in specific sporting activities may be established from time to time by the Board. Where the Board has not established limits on the number of athletic volunteers, a coach in any sport may request approval for the number of volunteers which the level of student participation requires or which can effectively support the paid coaching staff. Coaches should not request approval for more athletic volunteers than the paid coaching staff can appropriately supervise. The Board delegates to the Superintendent the right to limit the number of athletic volunteers for any specific sporting activities at any time that, in the opinion of the Superintendent, effective supervision of volunteers is lacking.