

No. 916-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

916-AR. SCHOOL VOLUNTEERS

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

Volunteers – Position Volunteer and Guest Volunteer (see Policy 916 for definition) –

1. This group of volunteers shall not be asked to assume the professional responsibilities of the school staff, but will work under the direction of the staff members, requesting help in activities which are supportive, reinforcing or enriching in nature.
2. 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. Guest volunteers who assist in curricular, co-curricular or extracurricular activities under the direct supervision of school staff shall not be required to provide Act 34, Act 151 or Act 114 clearances prior to their performing volunteer service; however, position volunteers in curricular, co-curricular 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 December 31, 2014, the mandatory official clearance statement requirements of Act 151 of December 31, 2014 and the mandatory federal criminal history record requirements under Act 114 of December 31, 2014 (if they have not resided in PA for a minimum of ten (10) years).
4. No classroom volunteer shall participate in a classroom, co-curricular or extracurricular activity without the prior knowledge and approval of the building principal. Classroom volunteers who require Act 34 and 151 and Program/Affidavit 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 (falls under position volunteer) –

1. All requests for athletic volunteers shall be submitted to the Superintendent by the head coach of each sport and 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 or his/her designee and school board for that volunteer position.
2. No candidate for an athletic volunteer position shall be employed until such candidate has complied with the mandatory criminal history background check requirement under Act 34 of 2014, 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 for an athletic volunteer position shall be employed until such candidate has complied with the mandatory official clearance statement requirements of Act 151 of 2015 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 for an athletic volunteer position shall be employed until such candidate has complied with the mandatory federal criminal history record check requirements under Act 114 of 2014 which shall report that the candidate has not been arrested as enumerated in Act 114 of 2014.
5. Athletic volunteers may begin performing their duties only upon approval and after completing the state mandated concussion and cardiac on line training (www.nfhslearn.com), along with mandated clearances. If approval for a volunteer is withdrawn by the Administration, 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 and School Board, the administrator shall immediately remove the athletic volunteer from the activity and shall immediately report the same to the Superintendent and the Board.

8. Limits on the number of athletic volunteers that may be used in specific sporting activities may be established from time to time. If no limits on the number of athletic volunteers have been established, 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 Superintendent or his/her designee has 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.

9. Qualifications for Volunteers

- a. Minimum of eighteen (18) years of age.
- b. Negative results of current tuberculosis test.
- c. Current Act 34 and Act 151 Clearances if applicable.
- d. Program/Volunteer Affidavit (if not a PA State resident for more than ten (10) years.
- e. Willingness and ability to devote time to programs.
- f. Cardiac/Concussion on line training for athletic position volunteers only.

10. Selection

- a. Volunteers selected will be based on existing need as recommended by the building principal to the Superintendent or his/her designee.
- b. A Bonafide Volunteer Contract must be signed by each volunteer and submitted to Superintendent's office.
- c. The building Principal will review the applications and if necessary interview the applicants.
- d. The Principal will be responsible to recommend volunteers to the Superintendent or his/her designee for approval.

11. Placement of volunteers:

- a. It will be the responsibility of each principal or coach to determine the location of positions where volunteers will be used.
- b. Volunteers, normally, will not be placed in a classroom to which their child is assigned.

- c. The volunteer schedule will be determined by the principal or coach.
- d. Volunteer placements will be terminated at the end of each school year and may be terminated at any other time at the discretion of the Administration.

All volunteer applications and all clearances shall be forwarded to the Superintendent.

Adopted: June 18, 2012

Revised: May 15, 2017