

**MT. LEBANON SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES FOR BACKGROUND CHECKS AND MEDICAL EXAMS**

9/30/15

Class	Description and Examples	PA Criminal History Record Check (Act 34)	PA Child Abuse History Clearance (Act 151)	FBI Fingerprinting Federal Criminal History (Act 114)	PA Sexual Misconduct/ Abuse Disclosure Release (Act 168)	Physical	TB Test
		RENEW EVERY FIVE YEARS			NEW HIRES ONLY		
1	Regular employee on payroll.	Yes	Yes	Yes	Yes	Yes	Yes
2	Day to day substitute and non-employee EDR.	Yes	Yes	Yes	Yes	No	Yes
3	Adult Education Instructor with direct contact with students (ex. Drivers' Education).	Yes	Yes	Yes	Yes	No	Yes
4	Student teachers and interns.	Yes	Yes	Yes	No	No	Yes
5	External contractor with direct contact with students (incl. athletic officials).	Yes	Yes	Yes	No	No	Yes
6	Renters of district space and provides direct services to students.	Yes	Yes	*Yes	No	No	**Yes
7	Program volunteer – works under the general direction of teacher/administrator and provides direct services to students. Examples but not limited to: <ul style="list-style-type: none"> • tutors • chaperones for student dances • chaperones for fieldtrips • assist on the coaching staff of an athletic team • equipment managers • choreographers and musicians providing instruction to students in marching band or school musical • writing lab assistance • lunch clubs 	Yes	Yes	*Yes	No	No	**Yes
8	***Casual volunteer – infrequent and in presence of teacher/administrator when with students. Examples but not limited to: <ul style="list-style-type: none"> • classroom celebrations • guest speakers • concert/ performance ushers 	No	No	No	No	No	No
9	External contractor without any direct contact with students.	No	No	No	No	No	No
10	****Adult Education Instructors without any direct contact with children.	No	No	No	No	No	No

**Program volunteers shall not be required to obtain a federal criminal history report if individual has been a resident of Pennsylvania within the past 10 years and signs a 10-year Resident of Pennsylvania Affidavit in the presence of the principal or principal's designee affirming they have not perpetrated or been convicted of specific offenses. The 10-year Resident of Pennsylvania Affidavit will be signed on an annual basis. The clearances will need to be renewed every three years.*

***Program volunteers and Renters requiring TB testing are those who provide 10 hours or more per week in direct contact with children. The TB test must be administered within 3 months of volunteer activity and does not need to be renewed unless volunteer leaves the district and returns at a later time.*

****Casual volunteers will be required, on an annual basis, to sign the Casual Volunteer Affirmation in the presence of the principal or principal's designee affirming they have not perpetrated or been convicted of specific offenses.*

*****Adult Education Instructors without direct contact with children, will be required, on an annual basis, to sign an Adult Education Instructor Affidavit affirming they have not perpetrated or been convicted of specific offenses.*