



Eastern Lancaster County  
School District

# Volunteer FORMS

# Requirements for Volunteering in Eastern Lancaster County School District

*Please make sure you complete and submit all the required forms below in order to become an "Approved Volunteer" for Eastern Lancaster County School District.*

☐ Volunteer Application

☐ PA State Police Criminal History Report

☐ PA Department of Human Services Child Abuse Report

☐ Federal Criminal History Report

*(FBI Report from Department of Human Services or Department of Education is acceptable)*

- *(The Federal Criminal History Report is not required for a volunteer who provides a written statement that he or she has been a Pennsylvania resident for the past consecutive 10 years. Use Waiver Form.)*

☐ PDE-6004 Arrest/Conviction Report and Certification Form

☐ Volunteer Acknowledgement of Policy #916/Volunteers  
and Policy #806/Child Abuse



# EASTERN LANCASTER COUNTY SCHOOL DISTRICT

## Volunteer Application

Complete this form and submit to the District Office along with the required clearances and forms for volunteers.

### Applicant Information

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State Zip

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a parent or relative of a current ELANCO student? ☐ Yes ☐ No

<u>Student Name</u>	<u>Relationship</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In which buildings(s)/area(s) are you planning to volunteer? (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Blue Ball Elementary      | <input type="checkbox"/> Garden Spot High School |
| <input type="checkbox"/> Brecknock Elementary      | <input type="checkbox"/> Athletics               |
| <input type="checkbox"/> New Holland Elementary    | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Garden Spot Middle School | <input type="checkbox"/> Other: _____            |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### District Office Use Only The applicant has submitted the following:

- ☐ Volunteer Application
- ☐ PA State Police Criminal History Report: \_\_\_\_\_
- ☐ PA Department of Human Services Child Abuse Report: \_\_\_\_\_
- ☐ Federal Criminal History Report: \_\_\_\_\_
  - ☐ Not Required as Resident of Pennsylvania during the entirety of the last 10 years.
- ☐ PDE-6004 Arrest/Conviction Report and Certification Form
- ☐ Volunteer Acknowledgement of Policy 916 & Policy 806



# Eastern Lancaster County School District

## Pennsylvania Background Check Procedures for Volunteers



### Pennsylvania Criminal Background Check (Act 34)

<https://epatch.state.pa.us>

**Cost:** Volunteers: Free (*Fee Waived*)

- ☐ Go to <https://epatch.state.pa.us> and click on **“New Record Check (Volunteers Only)”**.
- ☐ Read the Terms and Conditions and click **“Accept”**.
- ☐ **Complete Personal Information.** (*For Volunteer Organization Name Enter “Eastern Lancaster County School District” For Volunteer Organization Telephone Number Enter “717-354-1500”*)
- ☐ Review your information and click **“Proceed”**.
- ☐ Enter in your Check Request Information and then click **“Enter This Request”**
- ☐ Click **“Finished”**.
- ☐ Review Request and click **“Submit”**
- ☐ After process is completed, you will receive a **“No Record”** or **Record Pending”** status. (*You will receive an email notification with your request Control #.*)
- ☐ If **“No Record”**, then click on the control number and then click on **“Certification Form”**.
- ☐ Print out the Certification Form to be submitted to the District. (*You will receive an email notification when request is completed*)
- ☐ If **“Record Pending”**, then you will have to login later and recheck the status.

#### RECORD STATUS

To check the status of a record check go to <https://epatch.state.pa.us> and click on **“Check the status of a Record Check”**. You will need to enter in all the data exactly as it was entered for the original record check request as well as your Control # to retrieve your record.





# Pennsylvania Child Abuse Background Check (Act 151)

[www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)

Cost: Volunteers: Free (Fee Waived)

- ☐ Go to Child Welfare Portal [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS) and click on “Individual Login”.
  - *If you do not already have a login credentials select “Create Individual Account”.*
  - Follow prompts to create a Keystone ID which will allow you to login to Child Welfare Portal.
  - *(Once you create your Keystone ID and password, you will need to keep this information as the PA Department of Welfare does not keep this information on file.)*
- ☐ After clicking on “Individual Login”, click on “Access my Clearances” and then “Continue” at bottom of page.
- ☐ Enter in your Keystone ID and password. *If you already have an account, you will be asked to verify your account by answering your security questions or via a security sent to email. You will also be asked if you are using a private or public device for future logins.*
- ☐ Click on “Create Clearance Application” and follow prompts to fill out application.
- ☐ Application Purpose – Select “Volunteer Having Contact with Children” “School Employee Governed by Public School Code”
- ☐ For Volunteer Category, choose “Other” and enter in Agency Name, “Eastern Lancaster County School District”
- ☐ Application Information – Enter your personal & contact information.
- ☐ Current Address – Enter your current address and method of delivery for your certificate.
- ☐ Previous Addresses – Enter any and as much information as possible for everywhere you have lived since 1975.
- ☐ Household Members – Enter any and as much information as possible for everyone you have lived with since 1975
- ☐ Application Summary – You will be given a summary of your application for review.
- ☐ Complete eSignature.
- ☐ Application Payment - *(The District does not provide payment for this service, so there is no code to be used as a method of payment)* Select “Make a Payment”.
- ☐ After online payment is complete you will receive a submission confirmation as well as a confirmation email of received application.

## APPLICATION STATUS

Within 14 days, you will receive a confirmation email indicating application results. *(If you selected paper certificate for method of delivery, you will receive that paper copy in the mail as well.)*

Once you receive confirmation you can log onto the Child Welfare Portal

[www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS) and print out your results certificate to be submitted to the District.



# FBI Federal Criminal History Background Check and Fingerprinting (Act 114)

<https://uenroll.identogo.com/> *Only need to complete, if you have not lived in PA for the last 10 years.*

**Cost:** \$22.60

Payment is made at the Fingerprinting Site. *(Online payment not available.)* Major Credit Cards Money orders or cashier's checks payable to MorphoTrust are accepted. **No cash transactions or personal checks.**

## FINGERPRINTING BACKGROUND REPORT SUBMISSION

After you have completed your fingerprinting, should submit your **UE ID #** to the District which can be found on the receipt provided after your fingerprints have been captured. You also will receive an unofficial copy of the report via mail. This report is for your records.

## REGISTRATION

Complete pre-registration online at <https://uenroll.identogo.com/> or telephone registration at 1-844-321-2101. **Pre-registration must be completed prior to going to fingerprinting site.**

**SERVICE CODE:** PDE School Districts Code - **1KG6XN** PDE Volunteers - **1KG6Y3**

- ☐ To get start registration enter in the appropriate service code and click **"GO"**.
  - ☐ Click on **"Schedule or Manage Appointment"**.
  - ☐ Enter your Personal & Contact Information.
  - ☐ Set your Security Question & Answer.
  - ☐ Enter your Citizenship Information.
  - ☐ Answer Personal Questions. *(The District does not provide payment for this service, so there is no authorization code (coupon code) to be used as a method of payment)*
  - ☐ Enter Additional Personal Information.
  - ☐ Enter Your Mailing Address Information.
  - ☐ Select the required document that you will bring with you for Identification to the fingerprinting site.
  - ☐ Choose your fingerprinting site based on your location. *(You will need to set an appointment date and time for submitting your fingerprints. Walk-ins are available, however scheduled appointments are considered a priority. You will be given the appointment availability when you select your site.)*
- NOTE:** *The registration indicates that fingerprinting capture takes 3 to 5 minutes, however please be prepared for it to take a longer as the fingerprinting process differs for each person.*
- ☐ Select your date and time.
  - ☐ After you submit your date and time, you will receive a **Service Summary** indicating the current status of your Registration. We suggest you print out a copy of your status to take along with you to your appointment by clicking on **"Print Status"** at top right hand of page. You will also receive an email confirmation.

## REGISTRATION STATUS/APPOINTMENT MANAGEMENT

To check the status of your service, manage or reschedule an existing appoint, or reschedule a missed appointment, go to <https://uenroll.identogo.com/> and click on **"Check the Status of your Service"** or **"Manage an existing Appointment"**. You will be asked to either enter your Method of Contact information you submitted or you may search by your UE ID# and Date of Birth.

## FINGERPRINTING LOCATIONS:

After registration, you will need to visit the fingerprint site you selected for fingerprinting. The location of the fingerprint sites and days and hours of operation for sites are posted on IDEMIA's website at <https://uenroll.identogo.com>. Click on "Locate an Enrollment Center" and enter your zip code

### IdentoGO

Community Action Partnership of Lancaster  
601 S Queen St, Lancaster, PA 17603

Ephrata Public Library  
550 S Reading Rd, Ephrata, PA 17522

Elizabethtown Public Library  
10 S Market St, Elizabethtown, PA 17022

Lebanon Family Health Services  
615 Cumberland St, Lebanon, PA 17042

York Learning Center  
300 E 7th Ave, York, PA 17404-2105

Berks County Intermediate Unit  
1111 Commons Blvd, Reading, PA 19605

***The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location by entering their zip code through "Locate an Enrollment Center".***

*Make sure you provide a State or Federal Approved ID. (List of Approved IDs found at <https://uenroll.identogo.com/>)* Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

**EASTERN LANCASTER COUNTY SCHOOL DISTRICT**

**WAIVER FOR FBI FINGERPRINTING**

I am applying for a position for unpaid volunteer position with Eastern Lancaster County School District.

I hereby swear and affirm that I have been a resident of the state of Pennsylvania for the entirety of the previous ten (10) year period.

Date \_\_\_\_\_

Name \_\_\_\_\_  
type/print

Signature \_\_\_\_\_

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by  
which you have  
been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

- ☐ By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- ☐ By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_  
\_\_\_\_\_

**Section 3. Child Abuse**

- ☐ By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- ☐ By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
  - Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 2910 (relating to luring a child into a motor vehicle or structure)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3124.2 (relating to institutional sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 3129 (relating to sexual intercourse with animal)
  - Section 3129 (relating to sexual intercourse to incest)
  - Section 4302 (relating to concealing death of child)
  - Section 4303 (relating to concealing death of child)
  - Section 4304 (relating to endangering welfare of children)
  - Section 4305 (relating to dealing in infant children)
  - A felony offense under section 5902(b) (relating to prostitution and related offenses)
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - Section 6301(a)(1) (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)
  - Section 6318 (relating to unlawful contact with minor)
  - Section 6319 (relating to solicitation of minors to traffic drugs)
  - Section 6320 (relating to sexual exploitation of children)
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

**EASTERN LANCASTER COUNTY SCHOOL DISTRICT****VOLUNTEER ACKNOWLEDGEMENT  
OF POLICY NO. 916/VOLUNTEERS AND POLICY NO. 806/CHILD ABUSE**

Required by SD Policy 916 (Volunteers)

I have read, understand, and agree to comply with all provisions of School District Policy No. 916/Volunteers and Policy No. 806/Child Abuse.

Date \_\_\_\_\_

Name \_\_\_\_\_  
type/print

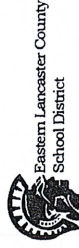
Signature \_\_\_\_\_





# Eastern Lancaster County School District

## Board Policies 916 & 806



Book	Policy Manual
Section	900 Community
Title	Volunteers
Number	916
Status	Active
Adopted	June 15, 2015
Last Revised	July 20, 2015

### Purpose

The district recognizes that the talent, skills, and experience of community members can help enrich student educational and extracurricular activities. The district will involve volunteers as appropriate for the benefit of students and the district.

### Authority

Subject to various legal requirements, the Board is authorized to adopt reasonable rules regarding school affairs.<sup>[3]</sup>

### Definitions

**Volunteer** – an adult individual serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with children.<sup>[10][4]</sup>

Students enrolled in a school who volunteer for an event on school grounds that is sponsored by the school do not need certifications as volunteers if they are not responsible for a child's welfare.

**Adult** – means an individual at least eighteen (18) years of age.

**Responsible for the welfare of one or more children** – means providing permanent or temporary care, supervision, training, guidance, or control of a child in lieu of parental care, including direct or regular contact with a child or children through any program, activity or service sponsored by the district or one of its schools and have routine interaction with children.

**Direct contact with children** – means care, supervision, guidance, or control of one or more children or routine interaction with one or more children.

**Routine interaction with one or more children** – means contact with children that is regular, repeated, and integral to the volunteer responsibilities.<sup>[11]</sup>

As examples, and without limiting the category of individuals who may be considered volunteers, **Volunteer** includes: (i) any individual who serves as a Volunteer sport coach or otherwise assists and has contact with children in connection with production or conduct of a play, concert, or other curricular, co-curricular, or extracurricular activity; (ii) an individual who serves as a daily, weekly, or other periodic scheduled classroom assistant; (iii) an individual who serves as a school sponsored event chaperone; and (iv) an individual who in connection with a school sponsored activity has

contact, unsupervised by a school employee, with a child with respect to whom the individual is not the parent, close relative, or guardian of the child. A **Volunteer** is someone who is **more than a Visitor**, and normally involves an individual working directly with one or more students, having responsibility for one or more students, and unless unsupervised having repeated interaction with one or more students. An individual who allows a student to visit the individual's place of business for job shadowing is not considered a **Volunteer**.

**Visitor** – an individual whose actions do not rise to the level of a volunteer. ] [As examples, and without limiting the category of individuals who may be considered visitors, Visitor includes: (i) a parent, close relative, or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, meet with, or share a celebration time with, a student who is the individual's child or other close relative or for whom the individual is the guardian; (ii) an individual who attends a sports event or other extracurricular activity; or (iii) an individual who is a career day or other similar speaker or participant visiting to share information with students under supervision of a school employee. Visitors are governed by Board Policy No. 907 School Visitors.<sup>[12]</sup>

**School employee** – an individual who is employed by a school or who as a volunteer or otherwise provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.

**Volunteer sport coach or activity advisor** – any unpaid individual who regularly assists a paid coach or advisor in a sport or other extra-curricular activity. Volunteer coaches or advisors may work directly with students on activities and techniques. A volunteer sport coach or advisor may be asked to assume responsibilities of a paid coach or advisor in an emergency situation.

**Immediate vicinity** – an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.

### Guidelines

#### Background Checks

Starting July 1, 2015, all volunteers are required to submit the following background check and related documents and information to the District Office prior to providing volunteer services:<sup>[1][2][3]</sup>

- **Volunteer Application.**
- **PA State Police Criminal History Report** – dated no more than one year prior to the application date.
- **PA Department of Human Services Child Abuse Report** – dated no more than one year prior to the application date.
- **Federal Criminal History Report** – dated no more than one year prior to the application date.
- **PDE-6004 Arrest/Conviction Report and Certification Form** – dated as of application date – This is a written statement that the individual has never been arrested or convicted of certain crimes specified in 24 P.S. § 1-111.
- **Employee/Volunteer Self-Reporting Commitment Form** – dated as of application date – This is a written statement that the individual has never been arrested or convicted of certain offenses, including offenses that would prohibit employment under 23 Pa.C.S.A. § 6344(c)



and certain other offenses, has never been named as a perpetrator in a founded or indicated report of child abuse, and if in the future the individual is arrested or convicted for any such offense or is named as a perpetrator, the individual will provide written notice to the District within seventy-two (72) hours of such event, which notice will be on the PDE-6004 Form if related to an arrest or conviction. This form also includes the individual's Cogent Systems Registration ID – enabling district direct access to federal criminal history reports.

- **Volunteer Acknowledgement of Policy No. 916/Volunteers and Policy No. 806/Child Abuse** – dated as of application date – This is a written statement that the individual has read, understands, and agrees to comply with these policies.

**Federal Criminal History Report and Cogent Systems Registration ID** are not required for a volunteer who provides a written statement that he or she has been a Pennsylvania resident during the entirety of the previous 10-year period.

A volunteer who is not a Pennsylvania resident may serve on a provisional basis for thirty (30) days if the volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled.

No volunteer shall begin service until: (1) the volunteer has complied with the above mandatory background check requirements; (2) the district has evaluated the results; and (3) the start of services has been approved by the Superintendent, Superintendent designee, or building principal, and if required in this Policy by the Board. Approval of a volunteer shall apply for an entire school year or the remainder of a school year, and the approval must be renewed to serve as a volunteer in a future school year.

#### Obtaining Background Check Reports

**PA State Police Criminal History Report** – Applicants may apply online through PATCH at <https://patch.state.pa.us/Home.jsp> and obtain this report online, or Applicants may also use Form SP-164, Pennsylvania State Police Request for Criminal Record Check, and mail a money order to the PA State Police with the application. The form may also be downloaded from the PATCH website.

**PA Child Abuse Report** – Applicants may obtain forms from the district or online from the Department of Human Services at [www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm](http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm).

**Federal Criminal History Report** – This requires fingerprinting. 3M Cogent manages the fingerprinting process for the PA Department of Education. The applicant must register prior to going to the fingerprint site. Registration is completed online or over the phone. Registration is available online 24 hours/day, 7 days per week at [www.pa.cogentid.com](http://www.pa.cogentid.com). Telephone registration is available at 1-888-439-2486 Monday through Friday, 8:00 a.m. to 6:00 p.m. EST.

Volunteers must pay required fees for background check reports. For additional information, see the PA Department of Education website – Background Checks.

#### Background Check Updates

Volunteers must provide new background check reports as set forth above within fifty-seven (57) months from the date of the most recent background check report of the same type.<sup>[4]</sup>

#### Volunteer Self-Reporting

As stated on the **Employee/Volunteer Self-Reporting Commitment Form**, all volunteers are

required to provide written notice to the district of arrests, convictions, or naming in a report of child abuse, which notice will be on the PDE-6004 Form if related to an arrest or conviction. Failure to accurately report such arrests, convictions, or naming within seventy-two (72) hours may subject the individual to criminal prosecution.<sup>[5]</sup>

#### School Board Approval/Termination of Services

The names of volunteer sport coaches shall be submitted to the Board for approval. No volunteer shall begin a volunteer sport coach position until approved by the Board. The Board, Superintendent or designee, or building principal may terminate the services of a volunteer at any time in his, her, or their sole discretion, with or without cause.

#### Child Abuse Training

Except for volunteers who come to school infrequently and serve only in the presence of a teacher or administrator when with students, the district may provide volunteers with training on child abuse recognition and reporting. The level of training shall be commensurate with the type of volunteer position.<sup>[6]</sup>

#### Child Abuse Reporting

Every volunteer should familiarize himself/herself with district Policy No. 806 (Child Abuse). A volunteer is required to report pursuant to Policy No. 806 if the volunteer has reasonable cause to suspect a child is a victim of child abuse.<sup>[7]</sup>

#### Volunteer Role

A volunteer may work with students by assisting in classroom activities, curriculum-related activities, and extracurricular activities during the school day and after regular school hours – with duties or activities as determined by the school employee who approves the start of volunteer services.

The role of a volunteer is to assist. Volunteers may not assume instruction responsibilities of school employees, but will work under the direction of school employees, providing help in supportive or enriching activities. Volunteers will not administer tests to students.

Except in an emergency situation, volunteers will not be involved in student discipline or administration of first aid.

Except as authorized in advance by the appropriate administrator, and in compliance with district policies for vehicle use, volunteers are not permitted to operate a motor vehicle owned by or under the control of the district, or to transport a student to or from a school sponsored activity in a privately owned motor vehicle other than a student to whom the volunteer is the student's parent, stepparent, foster parent, legal guardian, or close family relative (sibling, grandparent, aunt or uncle).

Volunteers shall follow all applicable administrative procedures established pursuant to this policy and all other rules, regulations, procedures, and administrative guidelines concerning the conduct of the district professional and paraprofessional staff. However, such rules, regulations, and procedures and guidelines shall not be deemed to expand the responsibility or authority of volunteers as set forth in this policy.

#### Confidentiality of Student Information

Each volunteer shall keep strictly confidential all information the volunteer may learn about

students during the course of performing volunteer services, and shall follow all requirements of the Family Education Rights and Privacy Act (FERPA). No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed, unless knowledge of that student information is necessary for the volunteer to fulfill his or her responsibilities. Examples of such information include, but are not limited to: grades or other measures of academic performance; class standing; standardized or other test scores; attendance records; discipline history; individualized education plans; health data; family background information; teacher or counselor ratings and observations; and any other verified or unverified information contained in a student's file maintained by school employees or the district. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[8]

#### Volunteer Status

A volunteer is not an employee or independent contractor of the district, and shall not receive any compensation for services. The position of volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the Superintendent, principal, or other administrator. The district reserves the right to suspend or terminate the privilege to serve as a volunteer at any time, with or without cause.

#### Delegation of Responsibility

The Superintendent or designee, or principal with approval of the Superintendent or designee, may expand the definition of Volunteer as stated above, and thereby require background checks and related steps from additional individuals in circumstances where it is determined such is appropriate for the protection of the safety of students. If any question arises as to whether an individual is a volunteer subject to the requirements of this policy, the question will be submitted to the Superintendent or designee, and the decision of the Superintendent or designee shall resolve the issue. Each principal may adopt for his or her building additional administrative procedures for recruitment, selection, and assignment of volunteers; however, the following requirements shall apply to all such procedures:

1. No such procedures shall be inconsistent with this policy.
2. All such procedures must be approved by the Superintendent or designee.
3. Each principal or designee has general authority over and responsibility for volunteers performing services at such schools. The Athletic Director and the principal have general authority over and responsibility for volunteer sport coaches.

Legal

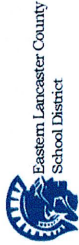
1. 22 PA Code 8.1 et seq
2. 23 Pa. C.S.A. 6301 et seq
3. 24 P.S. 111
4. 23 Pa. C.S.A. 6344.4
5. 23 Pa. C.S.A. 6344.3
6. 24 P.S. 1205.6
7. Pol. 806
8. Pol. 216
9. 24 P.S. 510
10. 23 Pa. C.S.A. 6303

11. PA Dept of Human Services Volunteer FAQs 12/19/14
12. Pol. 907

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Book	Policy Manual
Section	800 Operations
Title	Child Abuse
Number	806
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### Authority

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law ("CPSL") and the School Code.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Bodily injury** - impairment of physical condition or substantial pain.[\[5\]](#)

**Child** - an individual under eighteen (18) years of age.[\[5\]](#)

**Child abuse** - intentionally, knowingly or recklessly doing any of the following:[\[5\]](#)

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
  - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that

endangers the child.

- b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- c. Forcefully shaking a child under one (1) year of age.
- d. Forcefully slapping or otherwise striking a child under one (1) year of age.
- e. Interfering with the breathing of a child.
- f. Causing a child to be present at a location while a violation of 18 Pa. C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
- g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: Is required to register as a Tier II or Tier III sexual offender under 42 Pa. C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under eighteen (18) years of age when the crime was committed; has been determined to be a sexually violent predator under 42 Pa. C.S. § 9799.24 (relating to assessments) or any of its predecessors; or has been determined to be a sexually violent delinquent child as defined in 42 Pa. C.S. § 9799.12 (relating to definitions).
9. Causing the death of the child through any act or failure to act.

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities.[\[34\]](#)

The term **child abuse** does not include the use of reasonable force by a parent/guardian or person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

The term **child abuse** does not include environmental factors. Specifically, no child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors, such as inadequate housing, furnishings, income, clothing, and medical care, that are beyond the control of the parent or person responsible for the child's welfare with whom the child resides.

The term **child abuse** does not include child-on-child contact as follows:

1. Harm or injury to a child that results from the act of another child shall not constitute child abuse unless the child who caused the harm or injury is a perpetrator.

2. Notwithstanding paragraph (1), the following shall apply:

- a. Acts constituting any of the following crimes against a child shall be subject to the reporting requirements of this chapter:
  - i. rape as defined in 18 Pa.C.S. § 3121 (relating to rape);
  - ii. involuntary deviate sexual intercourse as defined in 18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse);
  - iii. sexual assault as defined in 18 Pa.C.S. § 3124.1 (relating to sexual assault);
  - iv. aggravated indecent assault as defined in 18 Pa.C.S. § 3125 (relating to aggravated indecent assault);
  - v. indecent assault as defined in 18 Pa.C.S. § 3126 (relating to indecent assault); and
  - vi. indecent exposure as defined in 18 Pa.C.S. § 3127 (relating to indecent exposure).
- b. No child shall be deemed to be a perpetrator of child abuse based solely on physical or mental injuries caused to another child in the course of a dispute, fight, or scuffle entered into by mutual consent.

**County Agency** - the county children and youth social service agency established pursuant to Section 405 of the act of June 24, 1937 (P.L. 2017, No. 396), known as the County Institution District Law, or its successor, and supervised by the Department under Article IX of the act of June 13, 1967 (P.L. 31, No. 21), known as the Public Welfare Code.<sup>[5]</sup>

**Direct contact with children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.<sup>[2]</sup>

**Independent contractor** - an individual who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children. The term does not include an individual who has no direct contact with children.<sup>[5]</sup>

**Mandated Reporter** - an individual who is a school employee, independent contractor, attorney affiliated with the district, or a volunteer.

**Perpetrator** - a person who has committed child abuse and is a parent/guardian of the child, a spouse or former spouse of the child's parent/guardian, a paramour or former paramour of the child's parent/guardian, an individual fourteen (14) years of age or older who is responsible for the child's welfare, or an individual eighteen (18) years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.<sup>[5]</sup>

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit organization.<sup>[5]</sup>

**Program, activity or service** - a public or private educational, athletic or other pursuit in which children participate. The term includes, but is not limited to, the following:<sup>[5]</sup>

1. A youth camp or program.
2. A recreational camp or program.

3. A sports or athletic program.

4. An outreach program.

5. An enrichment program.

6. A troop, club or similar organization.

**Recent act or failure to act** - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.<sup>[5]</sup>

**School employee** - an individual who is employed by a school or who as a volunteer or otherwise provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.<sup>[5]</sup>

**Serious mental injury** - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:<sup>[5]</sup>

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

**Serious physical neglect** - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:<sup>[5]</sup>

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

**Sexual abuse or exploitation** - any of the following:<sup>[5]</sup>

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

Paragraph 1. does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.



2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Student** - an individual enrolled in a district school under eighteen (18) years of age.<sup>[15]</sup>

**Volunteer** - an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.<sup>[16]</sup>

#### **Delegation of Responsibility**

The Superintendent or designee shall:

1. Require each candidate for employment or a volunteer position to submit an official child abuse clearance statement and other background checks as required by law.<sup>[17][18][9][10][11][12]</sup>

School employees, independent contractors and volunteers shall obtain and submit new background checks and clearances every thirty-six (36) months. Any such person with most recent checks and clearances issued prior to December 31, 2014 shall be required to obtain and provide new, updated checks and clearances within thirty-six (36) months from the date of their most recent checks and clearances, or if older than thirty-six (36) months by December 31, 2015.<sup>[33]</sup>

2. Annually inform students, parents/guardians, independent contractors, volunteers, and staff regarding the contents of this Board policy.
3. Annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

#### **Guidelines**

##### Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:<sup>[2][3][14][4]</sup>

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.<sup>[14][15]</sup>
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.<sup>[2]</sup>

The district shall provide each volunteer with training on child abuse recognition and reporting.

##### Duty to Report

School employees, independent contractors, attorneys affiliated with the district, and volunteers ("**Mandated Reporters**") shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:<sup>[16]</sup>

1. The Mandated Reporter comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The Mandated Reporter is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a Mandated Reporter that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a Mandated Reporter that the individual has committed child abuse.

The duty to report applies whether or not:

1. A child actually comes before the Mandated Reporter.<sup>[16]</sup>
2. The Mandated Reporter can identify the person responsible for the child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.<sup>[17]</sup>

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.<sup>[18]</sup>

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.<sup>[19]</sup>

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.<sup>[20]</sup>

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.<sup>[21]</sup>

##### Reporting Procedures - to Department/County Agency

A Mandated Reporter who suspects child abuse shall immediately make a written report of suspected child abuse. The report shall be an electronic report or an oral report via the statewide toll-free telephone number. A person making an initial oral report of suspected child abuse must also submit a written report within forty-eight (48) hours after the oral report, which written report may be an electronic report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the reporter with a written record of the report. Receipt of such confirmation shall relieve the reporter of any duty to make an additional oral or written report of the same suspected abuse.<sup>[16][22][23]</sup>

A Mandated Reporter other than a school principal or Superintendent or designee who makes a report of suspected child abuse shall immediately thereafter notify the school principal and if a

written report was made, shall also provide the principal with a copy of the report and confirmation of receipt. The school principal shall then immediately notify the Superintendent or designee that a child abuse report was made and if the initial report was made electronically, shall also provide a copy of the report and confirmation of receipt. [\[16\]\[22\]\[23\]](#)

If a Mandated Reporter is uncertain of his or her responsibility to make a report under this policy, or has questions concerning interpretation of this policy, he or she shall immediately consult with the school principal or Superintendent or designee.

When a report of suspected child abuse is required to be made, no more than one (1) school employee, independent contractor, attorney, or volunteer affiliated with the district is required to make a report. An individual otherwise required to make a report who is aware that an initial report has already been made by the principal, the Superintendent or designee, or another Mandated Reporter is not required to make a report. [\[16\]\[22\]\[23\]](#)

The person making an initial oral report is responsible for making the follow-up written report within forty-eight (48) hours. If the principal or the Superintendent or designee makes an initial written report based on information received from another Mandated Reporter, the principal or Superintendent or designee shall provide the other Mandated Reporter with a copy of the written report and confirmation of receipt so that the other Mandated Reporter can be assured the report has been made.

When helpful to preserve potential evidence of suspected child abuse, a Mandated Reporter may take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the County Agency at the time a written report is sent or within forty-eight (48) hours after a written electronic report is made or as soon thereafter as possible. The school principal and Superintendent or designee shall be notified whenever such photographs are taken. [\[24\]](#)

#### Reporting to Police

If the Superintendent or designee reasonably suspects that conduct involves a crime required to be reported under the Safe Schools Act or that should otherwise be reported to police, the Superintendent or designee shall notify police. [\[25\]\[26\]\[27\]\[28\]\[29\]\[30\]](#)

#### Contents of Report

A written report of suspected child abuse shall include the following information, if known: [\[23\]](#)

1. The names and addresses of the child, the child's parents, and any other person responsible for the child's welfare.
2. Where the suspected abuse occurred.
3. The age and sex of each subject of the report.
4. The nature and extent of the suspected child abuse, including any evidence of prior abuse to the child or any sibling of the child.
5. The name and relationship of each individual responsible for causing the suspected abuse and any evidence of prior abuse by each individual.
6. Family composition.
7. The source of the report.

8. The name, telephone number, and email address of the person making the report.

9. The actions taken by the person making the report, including those actions taken under Section 6314 (relating to photographs, medical tests, and X-rays of the child subject to report).

10. Any other information required by federal law or regulation.

11. Any other information the Department requires by regulation.

#### Privileged Communications

The privileged communications between a Mandated Reporter and a patient or client of the Mandated Reporter shall not: [\[35\]](#)

1. Apply to a situation involving child abuse.
2. Relieve the Mandated Reporter of the duty to make a report of suspected child abuse.

#### Confidentiality of Reports

Except as otherwise provided in this Policy, the Pennsylvania Rules of Juvenile Court Procedure, or other applicable law, reports made pursuant to this Policy shall be confidential. [\[36\]](#)

#### Investigation

The school principal shall facilitate cooperation with the Department or the County Agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school. [\[16\]\[31\]](#)

Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the County Agency for approval. [\[32\]](#)

The principal has an independent duty to report to the Superintendent or designee if an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of a report or its content shall not limited the principal's responsibility to use the information received to initiate and conduct an independent school investigation of the allegations. The independent school investigation shall be conducted in cooperation with the County Agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action appropriate to curtail wrongdoing. [\[36\]](#)

Legal

- [1. 23 Pa. C.S.A. 6301 et seq](#)
- [2. 24 P.S. 1205.6](#)
- [3. Pol. 333](#)
- [4. Pol. 818](#)
- [5. 23 Pa. C.S.A. 6303](#)
- [6. 23 Pa. C.S.A. 6344.2](#)
- [7. 23 Pa. C.S.A. 6344](#)
- [8. 24 P.S. 111](#)
- [9. Pol. 302](#)
- [10. Pol. 304](#)
- [11. Pol. 305](#)
- [12. Pol. 306](#)
- [14. Pol. 317.1](#)
- [15. 24 P.S. 2070.1a](#)
- [16. 23 Pa. C.S.A. 6311](#)
- [17. 23 Pa. C.S.A. 6318](#)
- [18. 23 Pa. C.S.A. 6319](#)
- [19. 18 Pa. C.S.A. 4906.1](#)
- [20. 18 Pa. C.S.A. 4958](#)
- [21. 23 Pa. C.S.A. 6320](#)
- [22. 23 Pa. C.S.A. 6305](#)
- [23. 23 Pa. C.S.A. 6313](#)
- [24. 23 Pa. C.S.A. 6314](#)
- [25. 22 PA Code 10.2](#)
- [26. 22 PA Code 10.21](#)
- [27. 22 PA Code 10.22](#)
- [28. 24 P.S. 1302.1-A](#)
- [29. 24 P.S. 1303-A](#)
- [30. Pol. 805.1](#)
- [31. 23 Pa. C.S.A. 6346](#)
- [32. 23 Pa. C.S.A. 6368](#)
- [33. 23 Pa. C.S.A. 6344.4](#)
- [34. 23 Pa. C.S.A. 6304](#)
- [35. 23 Pa. C.S.A. 6311.1](#)
- [36. 23 Pa. C.S.A. 6339](#)
- [24 P.S. 1301-A et seq](#)
- [24 P.S. 2070.1a et seq](#)
- [22 PA Code 10.1 et seq](#)
- [18 Pa. C.S.A. 4304](#)

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[806-Attach 2.doc \(35 KB\)](#)

[806-Attach 3.doc \(24 KB\)](#)

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