

GUIDELINES FOR VISITORS & VOLUNTEERS ENTERING PGSD BUILDINGS

<p style="text-align: center;"><u>Policy 907</u> School Visitors</p>	<p style="text-align: center;"><u>Policy 916</u> School Volunteers</p>
<p style="text-align: center;">Non-employees working less than 10 hours a week with students.</p>	<p style="text-align: center;">Non-employees working alone with students or working greater than 10 hours a week with students.</p>
<p>Oversight</p> <ul style="list-style-type: none">• Building level	<p>Oversight</p> <ul style="list-style-type: none">• Principals/Guidance
<p>Who</p> <ul style="list-style-type: none">• Non-employees working less than 10 hours a week with students.• Parents/Guardians/Families• Citizens and community members• Volunteer Coaches• Evaluators scheduled and approved by the LEA to test/observe a student.	<p>Who</p> <ul style="list-style-type: none">• Non-employees working alone with students or working greater than 10 hours a week with students.• "True" Volunteers<ul style="list-style-type: none">Ex: homeroom parents, office support, classroom support, after-school support for athletics and school activities, trip/bus/activity chaperones. <p>(FBI Clearance is waived if a resident of PA for 10 consecutive years. A disclosure form is required if a resident for 10 consecutive years.)</p> <ul style="list-style-type: none">• Guardians/Parent Providers<ul style="list-style-type: none">◦ Ex: TSSs, PCAs, private nurse, 1:1 support coordinated by guardian/parent
<p>Clearance requirements</p> <ul style="list-style-type: none">• ID verification by buildings' Raptor system<ul style="list-style-type: none">◦ Driver's License◦ Visitor badge issued by the building front office◦ Must be checked in for each visit• Must be escorted at all times	<p>Clearance requirements</p> <ul style="list-style-type: none">• <u>Child Abuse</u>¹• <u>PA State Criminal</u>²• <u>FBI</u>³ <p>(Volunteers use code 1KG6ZJ, indicating that you are fingerprinted for volunteering in the PDE. FBI certifications can also be obtained through DHS.)</p> <ul style="list-style-type: none">• <u>Disclosure Form</u> <p>(Required if PA resident for 10 consecutive years in place of FBI Fingerprinting.)</p> <ul style="list-style-type: none">• <u>Act 24 - Arrest/Conviction Form</u>• TB test (if 10+ hours/week with students) dated within 90 days <p>¹Must be dated within 1 year</p>

If you have any questions, please contact your child's school office who will make every effort to assist you.