

VOLUNTEER PACKET CHECKLIST

Volunteer Name _____

Contact Number _____

Volunteer Address _____

Building CHS / CBK / EP / CE / GE / ME / WE / ADMIN/EPIC

Pennsylvania Resident of the past 10 years Yes / No *(If no, FBI fingerprinting clearance is needed)*

Items Enclosed

_____ Affirmation Signoff Sheet *(Requires an administrator signature)*

_____ Act 34 – Criminal Background Check

_____ Act 114 – Federal (FBI) Criminal History Report

_____ Act 151 – Child abuse clearance

_____ Tuberculosis Screening *(With negative results or a clear chest x-ray)*

_____ Board Approved (if applicable) Date _____

_____ Date _____

Secretary's Signature

Secretary's Name (Printed)

Attachment A

VOLUNTEER AFFIRMATION

I _____, agree to serve as a volunteer in the Cheltenham School District. I affirm that I have read the attached District Policy “Volunteers” and accompanying Administrative Regulation and I agree to follow the guidelines set forth in these attachments including but not limited to those restated below.

I understand that the teacher or supervisor who is employed by the District is the decision maker, and I will respect his or her authority during any and all volunteer activities. When working with students, chaperoning field trips or school activities, I will report all incidents of inappropriate behavior or any situations that I witness in which students might be in danger to the teacher or supervisor in charge of the activity.

I understand that as a volunteer I will be viewed as a representative of the School Board and administration. I will conduct myself in a professional manner and will maintain a professional relationship with students. When information of a personal or confidential nature is raised, I will refrain from imposing by own personal opinion on students.

I agree to respect the privacy and anonymity of each child by maintaining the confidentiality of any confidential information that I receive while serving as a volunteer.

I agree to report all incidents of suspected child abuse to the teacher or supervisor in charge of my volunteer activities.

I assume responsibility for being familiar with and following District policies and for receiving any volunteer training that is pertinent to my volunteer activities.

I am (check whichever ones are applicable):

_____ A Resident of the State of Pennsylvania (I have resided in the State of Pennsylvania for _____ Years)

_____ A **long-term/regular** volunteer (I plan to volunteer from time to time exceeding two (2) weeks in cumulative time throughout the entire school year).

_____ An **Over-night volunteer** (I plan to volunteer in an activity or event which includes over-night participation)

I am aware of and will comply with District policies and administrative regulations regarding Child abuse identification and reporting; prohibition of discrimination; prohibition of unlawful harassment; student accidents; student harassment and bullying; student discipline; drugs; alcohol; tobacco; and accommodation of special needs students.

As a measure to ensure the safety of the District students and staff members, I understand that all volunteers must be screened prior to having contact with students. **I also understand that as a Volunteers or an Over-Night Volunteer, I am required to receive a tuberculosis screening. I understand I must be documented free from tuberculosis before serving as a volunteer.**

Signed,

_____ Date _____

Printed Name: _____

Address: _____

Administrator Signature: _____ Date: _____

* Volunteers and Over-Night Volunteers as defined in Policy 916 are required to submit criminal record background checks and child abuse clearance checks.



Book Policy Manual

Section 900 - Community

Title Volunteers

Code 916

Status Active

Adopted July 12, 2011

Last Revised February 8, 2022

Purpose

The Board recognizes that volunteers make valuable contributions to the District and play an important role in enhancing the educational experience of students in the District.

The District strongly supports the involvement of parents/guardians and community volunteers to enhance the District's educational program by assisting the teaching staff in providing positive and productive learning experiences for all students. Teachers are encouraged to provide a variety of opportunities for parent/guardian and community involvement and to strengthen the partnerships between school, home, and community.

Delegation of Responsibility

The Superintendent or designee shall develop Administrative Regulations implementing this Policy in accordance with applicable law. All volunteers are expected to comply with the requirements outlined in the accompanying Administrative Regulations.

Guidelines

In support of the teachers' responsibilities to operate an effective instructional program, and to ensure the safety and welfare of all students, volunteer activities will be provided only as requested by the teacher and will be under the direction of the teacher at all times.

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance which is supportive, when under the direction of a staff member.

Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege which is conferred by the Board and the Administration. As such, any volunteer position or services of a volunteer may be eliminated at any time.

Legal¹ 24 P.S. 111

24 P.S. 510

23 Pa. C.S.A. Sec. 6301 et seq.

Cross References Pol. 860

Pol. 806



Book Policy Manual

Section 900 - Community

Title Volunteers

Code 916- Ar

Status Active

Last Revised February 8, 2022

The purpose of this Administrative Regulation is to implement a process to ensure that all volunteers meet the standards of safety established by the Commonwealth of Pennsylvania as well as to set forth the District's general guidelines for volunteer participation in school-sponsored programs and activities.

Definitions

Volunteer – an adult (individual who is 18 years or older) applying for or holding an unpaid position in service to the District.

Direct volunteer contact –the care, supervision, guidance or control of children and routine interaction with children.

Routine interaction with children –regular and repeated contact that is integral to a person's volunteer responsibilities.

Person responsible for a/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. This includes any person who has direct or regular contact with a child through any school-sponsored program, activity or service.

Program, activity or service –any of the following in which children participate and which is sponsored by the District: youth camps or programs, recreational camps or programs, sports or athletic programs, community or social outreach programs, enrichment or educational programs, and troops, clubs, or similar organizations.

Guidelines

Pursuant to Pennsylvania law, certain volunteers are required to obtain FBI, State Police, and Department of Human Services (DHS) certifications ("certifications") and to renew those certifications every sixty (60) months.

The District respects the privacy of volunteer applicants and will hold all certification results in strict confidence to the extent permitted by law. There will be only limited personnel access approved by the Superintendent or designee to certification files on a "need-to-know" basis.

Volunteers who will either be responsible for a child's welfare or have direct volunteer contact with children must obtain the certifications referenced above prior to commencing volunteer services to the District and renew them every 60 months from the date of their oldest certification. Volunteers who will not be responsible for a child's welfare and will not have direct volunteer contact with children do not need to obtain certifications, as contemplated herein.

The Superintendent or designee shall initially be responsible for the approval of all volunteers, whose

names shall ultimately be presented to the Board for approval or ratification. No person may be approved as a volunteer who will either be responsible for a child's welfare or have direct volunteer contact with children if their certifications indicate that they have been convicted of any offense which would disqualify a current or prospective employee from employment at the District. Volunteers shall sign the Volunteer Agreement attached hereto as Attachment A prior to commencing volunteer services to the District.

The Superintendent or designee shall maintain a record of all approved volunteers and track their certification renewal dates in order to facilitate reminders to approved volunteers when their certifications are subject to expiration.

If a volunteer who is required to obtain certifications has been a resident of Pennsylvania for the entirety of the previous ten-year period and swears or affirms by properly executing the an affirmation form that they are not disqualified from service and have not been convicted of a prohibited offense listed in existing law or a similar offense in another jurisdiction, only the State Police and DHS certifications will be required. If the volunteer is a resident of Pennsylvania but has not resided in Pennsylvania for the entirety of the previous ten-year period, that individual must obtain an FBI criminal history background check only once, and not at successive intervals until that individual has satisfied the ten-year continuous residency requirement in Pennsylvania.

Volunteers who are required to obtain certifications must report new arrests or convictions for any offense that would create a ban on volunteer work with children to the Superintendent or designee in writing within seventy-two (72) hours. If a person responsible for making volunteer decisions has a reasonable belief that any volunteer was arrested for or convicted of an offense that would constitute grounds for denying volunteer work, or was named as a perpetrator in a founded or indicated report of child abuse, or the volunteer has provided notice of such, the Superintendent or designee must immediately require that individual to submit current FBI, State Police, and DHS certifications. If any volunteer does not disclose arrests or convictions as required, they will be terminated immediately from all services to the District.

The volunteer position is not a right, but rather a privilege. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the Superintendent or designee for failure to abide by established procedures or applicable policies, failure to abide by the directives of the Superintendent or designee, or where the Superintendent or designee determines that the volunteer's actions or presence constitute a danger or threat to the health, safety, or welfare of District students, staff, or other school stakeholders.

No volunteer shall be permitted access to confidential student information unless the Superintendent or designee has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with Board Policy and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.

All volunteers will be expected to follow the guidelines stated below:

1. Respect the authority of the teacher or District-employed supervisor as the decision-maker and person responsible for the instructional program, all classroom or school-related activities, and the well-being of all children in the classroom or school.
2. Report all incidents of inappropriate behavior or situations in which students might be in danger to the teacher or other individual in charge of the activity. Volunteers are not empowered to regulate student behavior or impose disciplinary measures. Volunteers are expected to report all incidents of suspected child abuse in accordance with Board Policy and applicable law. Questions regarding suspected child abuse shall be directed to the Superintendent or designee.
3. Respect the privacy and anonymity of each child by maintaining the confidentiality of information regarding students. Information regarding student classroom performance and/or behavior, and information contained in student records may not be shared with anyone other than school staff with an education need to know the information, as determined by the Superintendent or designee.
4. Maintain a professional relationship with students.

5. Courteously inform your supervising teacher or staff member if you are unable to attend a volunteer activity.

Volunteers must undergo a tuberculosis examination in accordance with the regulations of the Pennsylvania Department of Health.

No volunteer will be requested or required to transport students in District and/or personal vehicles as part of their duties as a volunteer. Volunteers who transport students in personal vehicles are not covered by insurance provided by the District. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own insurance carrier. Volunteers must request and obtain prior approval from the Superintendent or designee in order to transport students in personal vehicles and such requests shall be reviewed on a case-by-case basis.

Volunteers shall attend orientation and training sessions offered by the District, as appropriate to the nature of their volunteer service.

CRIMINAL BACKGROUND CHECK (ACT 34)
CHILD ABUSE CLEARANCE (ACT 151)
FEDERAL (FBI) CRIMINAL HISTORY REPORT (ACT 114)

ACT 34

Section 1-111 of the Pennsylvania School Code (Act 34 of 1985) requires that all applicants for school employment, including those of independent contractors but excluding employees who do not have direct contact with students, must obtain a criminal background check. All applicants are required to submit a Request for Criminal Record Check to the Pennsylvania State Police. The results will be returned directly to you and must be submitted to the school entity with which you are seeking employment.

Criminal reports may be obtained electronically from the Pennsylvania State Police at <https://epatch.pa.gov/home>. The Pennsylvania Access to Criminal History (PATCH) invoice for Criminal Record Check with a copy of the State seal imbedded on the paper is an official record check.

ACT 151

In addition to the criminal background check, Sections 6354-6358 (Act 151 of 1994) of the Public Welfare Code requires that all applicants for school employment, both Pennsylvania residents and non-residents, also obtain a Child Abuse History Clearance. This request is submitted to the Pennsylvania Department of Public Welfare, Child Line. The Pennsylvania Child Abuse History Clearance Form (CY-113) may be obtained online from the Department of Public Welfare web site at www.compass.state.pa.us/cwis or from the School Services Unit in the Department of Education.

The criminal background check and child abuse clearance results are valid for one year. Applicants should make and retain a copy of the reports since the Department of Education, Pennsylvania State Police and Department of Public Welfare do not maintain copies of the criminal record check or child abuse history clearance.

ACT 114

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. ALL student teachers (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, must provide to their employer a copy of their Federal (FBI) Criminal History Record that cannot be more than one (1) year old.

Registration is available online at <https://uenroll.identogo.com/>

PDE- School District Service Code: **1KG6ZJ**