

# Coaching Volunteer Application

## Berlin Brothersvalley School District

*Please Print Neatly or Type*

Date: \_\_\_\_\_ Coaching Position: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

1) Have you been a resident of PA for the past 10 consecutive years? ☐ Yes ☐ No

2) Do you have any skills/experience that are relevant to the positions?

3) List all educational institutions attended and degrees awarded:

4) Previous playing and/or coaching experience:

5) Do you have any other skills/experiences that are relevant to the position?

6) Do you have any training/certifications that are relevant to the position? Ex: CPR, training in injury protection, etc.

7) Do you have any military service? Status on discharge?

Please list three (3) individuals we may contact as an athletic reference:

|          |              |
|----------|--------------|
| 1) _____ | Phone: _____ |
| 2) _____ | Phone: _____ |
| 3) _____ | Phone: _____ |

***Notice to applicants:***

Pennsylvania School Districts shall not discriminate in their educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained from the school district.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return Completed Application To:  
Berlin Brothersvalley School District  
Attn: Human Resources  
1025 East Main Street Berlin, PA 15530**

# Instructions for Volunteer Clearances

## 1. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE ACT 151

### ELECTRONIC SUBMISSION –COST FREE

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

You must create an account or log in if you already have an account. **Note: you will need an email address to create an account.** Creating an account and submitting your clearance application online will give you access to your results or the status of your results.

## 2. ACT 34 – PA STATE CRIMINAL HISTORY CLEARANCE INFO

### ELECTRONIC SUBMISSION –FREE

PATCH <https://epatch.pa.gov/home> Click New Volunteer Record Check (volunteers only), Click Acknowledgement box, Click Accept, fill out the information, follow the rest of the directions and Print a copy.

*If you do not have internet access, or you would like to submit Act 34 form and/or Act 151 through the mail, please call 267-4621 for a paper copy of the requests.*

## **\*\*\* IF YOU HAVE NOT BEEN A RESIDENT OF PA THE LAST TEN YEARS \*\*\***

## 3. IMPORTANT ACT 114 FBI CLEARANCE INFORMATION

### ELECTRONIC SUBMISSION –COST \$22.60

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

Enter Code: 1KG6XN

The attached paper will give detailed instructions as this process changed November 28, 2017.

You must register online and then go to the local IndentoGo enrollment center and have your fingerprints taken.

### Somerset Location

Community Action Partnership  
535 E Main St  
Somerset, PA 15501-2163  
Hours: Tuesday & Thursday  
9:00 AM – 3:00 PM

### Johnstown Locations

The Learning Lamp  
2025 Bedford St  
Johnstown, PA 15904-1003  
Hours: Monday – Friday  
9:00 AM – 2:00 PM

Alleghenies Unlimited Care  
119 Jari Drive  
Johnstown, PA 15904-6953  
Hours: Tuesday  
9:00 AM – 11:00 AM,  
2:00 PM – 4:00 PM

## **\*\* Child Abuse and Mandated Reporter Training (Act 126) \*\***

On July 5, 2012, Governor Corbett signed into law Act of July 5, 2012, P.L. 1084, No. 126 Cl. 24 Session of 2012, which amended the Public School Code of 1949 to mandate that **all school entities** (a public school, charter school, cyber charter school, private school, nonpublic school, intermediate unit or area vocational-technical school) **and independent contractors of school entities provide certain training to all employees** who have direct contact with children. Direct contact with children has been defined as “the possibility of care, supervision, guidance or control of children or routine interaction with children”. The law went into effect on January 2, 2013. ☐Official effective date was January 2, 2013. Training will then be required every five (5) years.

### **FREE WEBINAR Options:**

1. [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Click on the Registration link at the top of the page.
2. The course is available on the Department of Education’s SAS Portal. **There is no charge for the course.** Participants who do not have a SAS account must first register for one by visiting <http://pdesas.org/>. To register for the course, participants must log into the SAS PD center <http://pdc.pdesas.org/> and then click on “Course Catalog/Registration” under the menu button in the upper right hand corner of the screen. The course is listed under the “Non-Facilitated” tab. When registering for the course, participants will choose a track specific to their role (*i.e.* teacher, chief school administrator or staff member). All participants will receive a certificate of completion. Educators holding Pennsylvania certification will receive Act 48 credit. A brief assessment will be given at the end of the course. All content must be viewed prior to taking the assessment and receiving a certificate.

IF SIGNIFICANT REACTION WAS REPORTED, THE PHYSICIAN REPORT MUST STATE THAT THE APPLICANT IS FREE FROM CURRENT TUBERCULOSIS DISEASE OR IS UNDER ADEQUATE CHEMOTHERAPY FOR TUBERCULOSIS DISEASE.

|                                 | Yes                      | No                       | If Yes, Explain |
|---------------------------------|--------------------------|--------------------------|-----------------|
| Allergies .....                 | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Asthma.....                     | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Cardiac.....                    | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Chemical Dependency.....        | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Drugs .....                     | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Alcohol .....                   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Diabetes Mellitus .....         | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Gastrointestinal Disorder ..... | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Hearing Disorder.....           | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Hypertension.....               | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Neuromuscular Disorder.....     | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Orthopedic Condition .....      | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Respiratory Illness .....       | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Seizure Disorder .....          | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Skin Disorder .....             | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Vision Disorder.....            | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Other (Specify).....            | <input type="checkbox"/> | <input type="checkbox"/> |                 |

|                                | Normal | Abnormal | Not Examined | Comments |
|--------------------------------|--------|----------|--------------|----------|
| • Height (inches)              |        |          |              |          |
| • Weight (pounds)              |        |          |              |          |
| • Pulse                        |        |          |              |          |
| • Blood Pressure /             |        |          |              |          |
| • Hair/Scalp                   |        |          |              |          |
| • Skin                         |        |          |              |          |
| • Eyes –Visual Acuity R / L /  |        |          |              |          |
| • Eyes – Color Vision          |        |          |              |          |
| • Ears – Hearing dB R L        |        |          |              |          |
| • Nose and Throat              |        |          |              |          |
| • Teeth and Gingiva            |        |          |              |          |
| • Lymph Glands                 |        |          |              |          |
| • Heart – Murmur, etc.         |        |          |              |          |
| • Lung – Adventitious Findings |        |          |              |          |
| • Abdomen                      |        |          |              |          |
| • Genitourinary                |        |          |              |          |
| • Neuromuscular System         |        |          |              |          |
| • Extremities                  |        |          |              |          |

Are there any special medical problems or chronic diseases which require restriction of activity, medication or which might affect his/her work role? If so, specify

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Physician Address

The statements and answers as recorded above are full, complete and true to the best of my knowledge and belief. I understand that any false or misleading statements may cause termination of my employment.

I authorize the physician or other person to disclose any knowledge or information pertaining to my health to the employing authority for whom this examination is performed.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

## 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

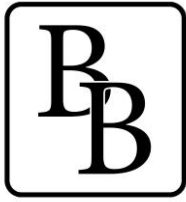
- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- (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.



**BERLIN BROTHERSVALLEY SCHOOL DISTRICT**  
1025 MAIN STREET  
BERLIN, PENNSYLVANIA 15530-1498  
814-267-4621 • FAX: 814-267-6060  
"HOME OF THE MOUNTAINEERS"

Dr. David F. Reeder  
Superintendent

***"Educational Excellence, Community Engagement, Lifelong Success"***

Rachael Prosser  
Business Manager

## **Volunteer's Confidentiality Statement**

I acknowledge, understand and agree that in the course of my volunteering I will encounter information of confidential nature. This may include information pertaining to payroll, employee records, contract negotiations, student records and information of a personal nature. I understand that as a part of my duties and responsibilities, I am to maintain confidentiality and not otherwise discuss issues except with individuals who are in the need to be privy to such information, nor shall I discuss same outside of work hours or in the community.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Human Resource's Signature \_\_\_\_\_

Date \_\_\_\_\_



**DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**  
**Required by the Child Protective Service Law**  
**23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)**

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm 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.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

|                     |                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------|
| Chapter 25          | (relating to criminal homicide)                                                                               |
| Section 2702        | (relating to aggravated assault)                                                                              |
| Section 2709        | (relating to stalking)                                                                                        |
| Section 2901        | (relating to kidnapping)                                                                                      |
| Section 2902        | (relating to unlawful restraint)                                                                              |
| 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 3125        | (relating to aggravated indecent assault)                                                                     |
| Section 3126        | (relating to indecent assault)                                                                                |
| Section 3127        | (relating to indecent exposure)                                                                               |
| Section 4302        | (relating to incest)                                                                                          |
| Section 4303        | (relating to concealing death of child)                                                                       |
| Section 4304        | (relating to endangering welfare of children)                                                                 |
| Section 4305        | (relating to dealing in infant children)                                                                      |
| Section 5902(b)     | (relating to prostitution and related offenses)                                                               |
| Section 5903(c) (d) | (relating to obscene and other sexual material and performances)                                              |
| Section 6301        | (relating to corruption of minors)                                                                            |
| Section 6312        | (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state. |

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one

of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

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



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**1025 MAIN STREET**  
**BERLIN, PENNSYLVANIA 15530-1498**  
**814-267-4621 • FAX: 814-267-6060**  
**"HOME OF THE MOUNTAINEERS"**

Mr. Thomas Podpora  
Superintendent

Rachael Prosser  
Business Manager

---

*I have received and reviewed a copy of Berlin Brothersvalley School District's following policies:*

1.) *"By Initialing, I agree that I have received and reviewed a copy of, Child/Student Abuse, Policy 806."*

\_\_\_\_\_  
*Initials*

2.) *"By Initialing, I agree that I have received and reviewed a copy of, Maintaining Professional Adult/Student Boundaries, Policy 824."*

\_\_\_\_\_  
*Initials*

3.) *"By Initialing, I agree that I have received and reviewed a copy of policy 317, 417, or 517."*

\_\_\_\_\_  
*Initials*

\_\_\_\_\_  
*Signature*



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 800 Operations    |
| Title        | Child Abuse       |
| Code         | 806               |
| Status       | Active            |
| Adopted      | June 25, 1996     |
| Last Revised | February 11, 2016 |

### **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 and the School Code.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[36\]](#)[\[4\]](#)

### **Definitions**

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

**Adult** - an individual eighteen (18) years of age or older.[\[5\]](#)

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

**Certifications** - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[\[6\]](#)[\[7\]](#)

**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 during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.[\[8\]](#)
  - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent.[\[10\]](#)[\[9\]](#)
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. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a 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.

**Direct contact with children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.[\[1\]](#)

**Independent contractor** - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[11\]\[5\]](#)

**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 who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult 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. Only the following may be considered a perpetrator solely based upon a failure to act: 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 adult responsible for the child's welfare; or an adult who resides in the same home as the child.[\[5\]](#)

**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.[\[5\]](#)

**Program, activity or service** - any of the following in which children participate and which is sponsored by a school or a public or private organization:[\[5\]](#)

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational 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.[\[5\]](#)

**Routine interaction** - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[\[5\]](#)

**School employee** - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[5\]](#)

**Serious mental injury** - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[\[5\]](#)

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:[\[5\]](#)

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:[\[5\]](#)

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.

The conduct described above 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.[\[5\]](#)

**Volunteer** - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[\[11\]](#)

### **Delegation of Responsibility**

In accordance with Board policy, the Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[6\]\[7\]\[12\]\[37\]\[38\]\[39\]\[40\]\[41\]\[42\]](#)
2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.[\[13\]\[14\]\[15\]\[43\]\[44\]](#)

School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.[\[14\]](#)

Certification requirements for volunteers are addressed separately in Board Policy 916.[\[16\]](#)

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

The Superintendent or designee shall 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:[17][1][3][4]

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.[17][18]
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.[19]

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[1]

### **Duty to Report**

School employees, independent contractors and volunteers 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:[11]

1. The school employee, independent contractor or volunteer 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 school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer 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 school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[11]

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[11]

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.[20]

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.[21]

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.[22]

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.[23]

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[24]

### **Reporting Procedures**

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)) or an oral report via the statewide toll-free telephone number **(1-800-932-0313)**. A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[11][25][26]

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[11][25][26]

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.[11][25][26]

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, 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 the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The school principal shall be notified whenever such photographs are taken.[27]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[28][29][30][31][32][33]

### **Investigation**

The school principal shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[11][34]

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 that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[\[35\]](#)

Legal

- [1. 24 P.S. 1205.6](#)
- [2. 23 Pa. C.S.A. 6301 et seq](#)
3. Pol. 333
4. Pol. 818
- [5. 23 Pa. C.S.A. 6303](#)
- [6. 24 P.S. 111](#)
- [7. 23 Pa. C.S.A. 6344](#)
- [8. 18 Pa. C.S.A. 7508.2](#)
- [9. 42 Pa. C.S.A. 9799.12](#)
- [10. 42 Pa. C.S.A. 9799.24](#)
- [11. 23 Pa. C.S.A. 6311](#)
12. Pol. 302
- [13. 23 Pa. C.S.A. 6344.3](#)
- [14. 23 Pa. C.S.A. 6344.4](#)
15. Pol. 309
16. Pol. 916
17. Pol. 317.1
- [18. 24 P.S. 2070.1a](#)
19. Pol. 824
- [20. 23 Pa. C.S.A. 6318](#)
- [21. 23 Pa. C.S.A. 6319](#)
- [22. 18 Pa. C.S.A. 4906.1](#)
- [23. 18 Pa. C.S.A. 4958](#)
- [24. 23 Pa. C.S.A. 6320](#)
- [25. 23 Pa. C.S.A. 6305](#)
- [26. 23 Pa. C.S.A. 6313](#)
- [27. 23 Pa. C.S.A. 6314](#)
- [28. 24 P.S. 1302.1-A](#)
- [29. 24 P.S. 1303-A](#)
- [30. 22 PA Code 10.2](#)
- [31. 22 PA Code 10.21](#)
- [32. 22 PA Code 10.22](#)
33. Pol. 805.1
- [34. 23 Pa. C.S.A. 6346](#)
- [35. 23 Pa. C.S.A. 6368](#)
- [24 P.S. 1301-A et seq](#)
- [22 PA Code 10.1 et seq](#)
- [24 P.S. 1527](#)
- [24 P.S. 2070.1a et seq](#)
- [18 Pa. C.S.A. 4304](#)
- Pol. 317
36. Pol. 433
37. Pol. 303
38. Pol. 404
39. Pol. 405
40. Pol. 406
41. Pol. 504
42. Pol. 505
43. Pol. 409
44. Pol. 509



|         |                                                   |
|---------|---------------------------------------------------|
| Book    | Policy Manual                                     |
| Section | 800 Operations                                    |
| Title   | Maintaining Professional Adult/Student Boundaries |
| Code    | 824                                               |
| Status  | Active                                            |
| Adopted | March 10, 2016                                    |

### **Authority**

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

### **Definition**

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties.

### **Delegation of Responsibility**

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

### **Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

#### **Prohibited Conduct**

##### *Romantic or Sexual Relationships -*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[\[16\]](#)[\[17\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

##### *Social Interactions -*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
4. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
5. Taking a student out of class without a legitimate educational reason.
6. Being alone with a student behind closed doors without a legitimate educational reason.
7. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
8. Sending or accompanying a student on personal errands.
9. Inviting a student to the adult's home without parental consent.
10. Going to a student's home without a legitimate educational reason and/or without parental consent.
11. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
12. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
13. Telling a student personal secrets or sharing personal secrets with a student.
14. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
15. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
16. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations. [3][4]

#### *Electronic Communications -*

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures. [5]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

#### Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

#### Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator. [4]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy. [6][7]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct. [8]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

#### Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.[\[14\]](#)[\[4\]](#)[\[18\]](#)[\[19\]](#)

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

#### Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[\[15\]](#)[\[20\]](#)[\[21\]](#)

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

#### Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

#### Legal

[1. 24 P.S. 510](#)

2. Pol. 818

3. Pol. 103

4. Pol. 248

5. Pol. 815

[6. 23 Pa. C.S.A. 6311](#)

7. Pol. 806

[8. 24 P.S. 2070.9a](#)

[9. 24 P.S. 1302.1-A](#)

[10. 24 P.S. 1303-A](#)

[11. 22 PA Code 10.2](#)

[12. 22 PA Code 10.21](#)

[13. 22 PA Code 10.22](#)

14. Pol. 348

15. Pol. 317

[16. 18 Pa. C.S.A. 3124.2](#)

[17. 24 P.S. 2070.9f](#)

[22 PA Code 235.1 et seq](#)

[24 P.S. 2070.1a et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

18. Pol. 448

19. Pol. 548

20. Pol. 417

21. Pol. 517



|              |                |
|--------------|----------------|
| Book         | Policy Manual  |
| Section      | 900 Community  |
| Title        | Volunteers     |
| Code         | 916            |
| Status       | Active         |
| Adopted      | May 1, 1997    |
| Last Revised | March 10, 2016 |

### **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district.

### **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[\[1\]](#)

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[2\]](#)

### **Definitions**

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

**Adult** - an individual eighteen (18) years of age or older.[\[3\]](#)

**Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[4\]](#)[\[5\]](#)

**Direct volunteer contact** - the care, supervision, guidance or control of children and routine interaction with children.[\[3\]](#)

**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.[\[3\]](#)

**Routine interaction** - regular and repeated contact that is integral to a person's volunteer responsibilities.[\[3\]](#)

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[\[6\]](#)

**Volunteer** - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[\[5\]](#)

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, overnight field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board and Superintendent or designee.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

### Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[\[5\]](#)
  2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[\[5\]](#)
  3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[4\]](#)[\[5\]](#)[\[7\]](#)
- If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[\[5\]](#)
1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[\[8\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[\[5\]](#)

### Tuberculosis Test

Prior to participating in student activities, position volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[10\]](#)[\[9\]](#)

### Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[7\]](#)

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[7\]](#)

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[7\]](#)

### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[\[11\]](#)[\[12\]](#)

### Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

### Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[\[12\]](#)[\[13\]](#)[\[14\]](#)

### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[\[15\]](#)

Legal

1. [24 P.S. 510](#)
  2. Pol. 824
  3. [23 Pa. C.S.A. 6303](#)
  4. [23 Pa. C.S.A. 6344](#)
  5. [23 Pa. C.S.A. 6344.2](#)
  6. Pol. 907
  7. [23 Pa. C.S.A. 6344.3](#)
  8. [23 Pa. C.S.A. 6344.4](#)
  9. [24 P.S. 1418](#)
  10. [28 PA Code 23.44](#)
  11. [23 Pa. C.S.A. 6311](#)
  12. Pol. 806
  13. Pol. 123
  14. Pol. 123.1
  15. Pol. 216
- [23 Pa. C.S.A. 6301 et seq](#)