

**Non-Employee Participation with EASTERN: Visitors, Volunteers, and Contractors**

**GUIDELINES FOR NON-EMPLOYEES ENTERING EASTERN**

| Policy J125<br><b>Visitors to School Building and Classrooms</b>                                                                                                                                                                                                                                                                                                                                                                                        | Policy (D)J122<br><b>School Volunteers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Policy J126<br><b>Contracted Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Non-employee who visits EASTERN or participates in EASTERN activities who does not have unsupervised direct contact with children and whose participation is not greater than or equal to 10 hours per week.</b>                                                                                                                                                                                                                                     | <b>Non-employees working alone with students or having direct contact with children (supervisor or unsupervised) for greater than 10 hours a week with students.</b><br><b>Tier 1 Volunteers-</b> responsible for child's welfare OR have direct contact with children.<br><b>Tier 2 Volunteers</b> – not responsible for a child's welfare or have direct contact with children.                                                                                                                                                                                                                                                         | <b>Non-employees contracted through an agency.</b><br><b>Tier 1</b> - responsible for child's welfare OR have direct contact with children OR are scheduled to work on a regular basis when school is in session.<br><br><b>Tier 2</b> - not responsible for a child's welfare OR have direct contact with children OR are not scheduled to work on a regular basis when school is in session.                                                                                                                                                                                                       |
| <b>Oversight:</b> Main Office                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Oversight:</b> Main Office / HR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Oversight:</b> Business Office / Facilities / HR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Who:</b> <ul style="list-style-type: none"> <li>• Guest speakers</li> <li>• Parents/Guardians/Families</li> <li>• Job candidates</li> <li>• Vendors</li> <li>• NOCTI Proctors</li> </ul>                                                                                                                                                                                                                                                             | <b>Who:</b> <ul style="list-style-type: none"> <li>• Guest Teachers</li> <li>• TSSs, PCAs, private nurse, 1:1 support provided by sending district</li> <li>• ELO supervisors</li> <li>• Parents/Guardians</li> <li>• Co-op/Internship supervisors</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             | <b>Who:</b> <ul style="list-style-type: none"> <li>• Anyone who is employed by third party and performs work at EASTERN <ul style="list-style-type: none"> <li>○ Interstate employees</li> <li>○ One-on-one support through an agency</li> </ul> </li> </ul> Contracted Instructors                                                                                                                                                                                                                                                                                                                  |
| <b>Clearance Requirement:</b><br><b>Classroom Visits/NOCTI Proctors:</b> <ul style="list-style-type: none"> <li>• Raptor sign in/sign out</li> <li>• Accompanied by EASTERN employee at all times</li> </ul> <b>Vendors:</b> <ul style="list-style-type: none"> <li>• Raptor sign in/sign out</li> <li>• Not allowed to visit classrooms without a prior approval from Assistant Director</li> <li>• Accompanied by an employee at all times</li> </ul> | <b>Clearance Requirement:</b><br><b>Tier 1:</b> <ul style="list-style-type: none"> <li>• Child Abuse Clearance*</li> <li>• PA State Police Clearance*</li> <li>• FBI Fingerprinting Clearance**</li> </ul> (Volunteers use code 1KG6ZJ; can also be obtained through DHS); If resident of PA for more than 10 consecutive years, volunteer will sign a disclosure statement instead) <ul style="list-style-type: none"> <li>• Act 24 – Arrest/Conviction Form</li> <li>• TB test (if direct contact with students 10+hours per week) dated within 90 days</li> </ul> <b>Tier 2:</b> No clearances needed<br>* Must be dated within 1 year | <b>Clearance Requirement:</b> <ul style="list-style-type: none"> <li>• Certificate of Insurance</li> </ul> <b>Tier 1:</b> <ul style="list-style-type: none"> <li>• Child Abuse Clearance**</li> <li>• PA State Police Clearance**</li> <li>• FBI Fingerprinting Clearance**</li> </ul> (Contractors use code 1KG6XN, which indicates employment) <ul style="list-style-type: none"> <li>• Act 24 – Arrest/Conviction Form</li> <li>• TB test (if direct contact with students 10+hours per week) dated within 90 days</li> </ul> <b>Tier 2:</b> No clearances needed<br>*Must be dated within 1 year |
| <b>Procedures:</b> <ul style="list-style-type: none"> <li>• Sign in through Raptor</li> <li>• Wear visible visitor badge</li> <li>• <b>Must be accompanied by EASTERN employee at all times</b></li> </ul>                                                                                                                                                                                                                                              | <b>Procedures:</b><br><b>Tier 1:</b> <ul style="list-style-type: none"> <li>• Issued temporary ID badge</li> <li>• Last date of the volunteers is communicated to HR</li> <li>• ID badge returned to HR/IT</li> </ul> <b>Tier 2:</b> <ul style="list-style-type: none"> <li>• Sign in daily through Raptor</li> <li>• Wear visible visitor badge</li> <li>• <b>Must be accompanied by EASTERN employee at all times</b></li> </ul>                                                                                                                                                                                                        | <b>Procedures:</b><br><b>Tier 1:</b> <ul style="list-style-type: none"> <li>• May be issued temporary ID badge</li> <li>• Last date of the contractor is communicated to HR</li> <li>• ID badge returned to HR/IT</li> </ul> <b>Tier 2:</b> <ul style="list-style-type: none"> <li>• Sign in daily through Raptor</li> <li>• Wear visible visitor badge</li> <li>• <b>Must be accompanied by EASTERN employee at all time</b></li> </ul>                                                                                                                                                             |