

ABINGTON SCHOOL DISTRICT  
ABINGTON, PENNSYLVANIA

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SUPERINTENDENT'S  
ADMINISTRATIVE PROCEDURE

REGARDING: **Volunteers**

Section: **Community Relations**

Effective Date: August 26, 2008

Reissued: 4/24/15, 9/18/15,  
1/24/17

See Also: Related Board Policy;  
Board Policy Re: Parental  
Involvement and  
Organizations; Act  
151, 153 and 15

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### **Definitions**

**“Volunteer”** is an individual eighteen (18) years old or older applying for or serving in an unpaid position with a school-sponsored program, activity, or service who is individually responsible for the welfare of one or more children or has direct volunteer contact with children.

**“Direct volunteer contact with children”** or **“Direct volunteer contact”** means the care, supervision, guidance or control of children and routine interaction with children.

**“Routine interaction with children”** means regular or repeated contact that is integral to a person’s employment or volunteer responsibilities.

**“Person responsible for a/the child’s welfare”** means 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.

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

**“Program, activity or service”** means any of the following in which children participate: 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.

**“Visitors”** are those individuals who participate in a school-sponsored District program or activity and are not responsible for a child’s welfare and do not have direct volunteer contact with children.

**“School-sponsored”** means funded in whole or in part by the District either directly or indirectly through a student organization approved by the Board; or supervised by a district employee or

contractor acting within the scope of their employment or contractual relationship with the District.

### **Applicability**

These guidelines apply to all volunteers involved with the District in any capacity including, but not limited to, volunteers involved with:

- District educational programs including field trips;
- District-sponsored co-curricular activities, extracurricular activities, or clubs; and
- Activities sponsored or promoted by District schools.

### **Requirement to Obtain Certifications**

Pursuant to Pennsylvania law, volunteers are required to obtain Pennsylvania State Police, Pennsylvania Department of Human Services and Federal Bureau of Investigation certifications, and will be required 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 his or her designee to certification files on a “need-to-know” basis.

Unless one of the exceptions noted below applies, all volunteers must obtain and provide certifications to the District prior to volunteering with the District. All volunteers have an ongoing obligation to renew their certifications every sixty (60) months from the date of their oldest certification. (Note: Individuals who were approved as a District volunteer prior to August 25, 2015, were required to obtain certifications when approved, and had certifications that were less than 60 months old as of August 25, 2015, have until 60 months from the date of their oldest certification to renew their existing certifications and to obtain any additional certifications now required that were not previously required.)

### **Visitors**

Visitors do not need certifications.

#### **Required Certifications**

Volunteers who are required to obtain certifications must obtain the following:

- Criminal Record Check (SP4-164, from Pennsylvania State Police).
- Child Abuse History Certification (CY 113, from the Pennsylvania Department of Human Services).
- Federal Criminal History Record Information (CHRI, from the authorized agent for submission to the Federal Bureau of Investigation registered through [www.pacogentid.com](http://www.pacogentid.com)).

Information on how to obtain certifications is listed in Attachment A.

### **Exceptions**

A volunteer who is required to obtain certifications, has been a resident of Pennsylvania for the entirety of the previous ten-year period, and who swears or affirms in writing on a "Statement of Exemption" as listed in Attachment B that he/she is not disqualified from service and has not been convicted of a prohibited offense listed in existing law or a similar offense in another jurisdiction, need only obtain the certifications listed in immediately above. If such a 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 the certification listed immediately above only once, and not at successive intervals until that individual has satisfied the ten-year continuous residency requirement in Pennsylvania.

Employers, administrators, supervisors or other persons responsible for the selection of volunteers may allow non-resident volunteers who would otherwise need certifications to serve on a provisional basis not to exceed a total of 30 days in a calendar year if the volunteer is in compliance with the certification standards under the law of the jurisdiction in which he or she is domiciled. The non-resident volunteer must provide the employer, administrator, supervisor or other person responsible for selection of volunteers with documentation of certifications.

### **Arrest and Conviction Reporting Requirements for Volunteers**

Any volunteer who is arrested and charged or indicted with an offense constituting serious criminal conduct under Section 1-111(e) or (f.1) of the Pennsylvania School Code (Title 24) or as listed in Attachment B must notify the building principal or the Office of Human Resources, for any of the reportable offenses no later than seventy-two (72) hours after the arrest or conviction.

If a person responsible for employment decisions or an administrator has a reasonable belief that any volunteer was arrested or convicted for an offense that would constitute grounds for denying employment or volunteer work with children, or was named as a perpetrator in a founded or indicated report of child abuse, or the volunteer has provided notice as required under the law, the employer or administrator 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, he or she will be terminated immediately from all services to the district.

### **Individuals Prohibited from Volunteering**

A person is to be barred from volunteering with children under any of the following circumstances:

1. The person is "named" in the statewide database maintained by the Department of Human Services as the perpetrator of a founded child abuse report committed within the five-year period immediately preceding verification.
2. The person has been convicted of one or more offenses delineated under the Section 111 of the Public School Code of 1949 as listed in Attachment B.

3. The person has been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

### **Other Guidelines**

All volunteers will be expected to follow these guidelines:

1. Respect the authority of the teacher or supervisor as the decision-maker and as the person responsible for the instructional program, all classroom activities, and the well-being of all children in the classroom or school. Teachers or supervisors bear the ultimate responsibility for the welfare of students during school activities. When working with students or chaperoning field trips or school activities, parent volunteers must report all incidents of inappropriate behavior or situations in which students might be in danger to the teacher or supervisor in charge of the activity.
2. 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 must be shared only with District employees with an "educational need to know." Information from student records is regulated by the Family Educational Rights Privacy Act.
3. Report all incidents of suspected child abuse to the teacher or supervisor in charge, following the procedures as designated in the Superintendent's Administrative Procedure on Student Abuse and Mistreatment by School Employees or Other Adults. (Note: Volunteers who are responsible for a child's welfare or have direct contact with children are also considered mandated reporters under Pennsylvania law.)
4. Maintain a professional relationship with students. Volunteers are viewed as representatives of the Board and administration. When issues of a personal or confidential nature are raised by students, volunteers are placed in a difficult situation. Nonetheless, volunteers must refrain from imposing their own opinions on students regarding matters of a personal nature.
5. A volunteer must inform the supervising teacher or supervisor if unable to attend a volunteer activity and document attendance as requested by supervising teacher or supervisor.
6. Each volunteer participating in student activities and volunteering ten (10) hours per week shall be given the same screening for tuberculosis as staff, but no volunteer shall be required to submit to a particular test if the volunteer furnishes a statement setting forth adequate reasons for being excused from taking the test. In such case, an alternative method of testing shall be administered.

All volunteers are expected to be familiar with District policies and procedures and

receive training provided by the District for volunteers. In particular, volunteers are expected to comply with the following Board Policies and Superintendent's Administrative Procedures found on the Abington School District website under the Board of School Directors tab:

Students Section:

1. Board Policy and Superintendent's Administrative Procedure: Student Abuse and Mistreatment by School Employee or Other Adult.
2. Board Policy and Superintendent's Administrative Procedure: Harassment and Bullying.
3. Board Policy and Superintendent's Administrative Procedure: Accident Report Routing Procedure.
4. Board Policy and Superintendent's Administrative Procedure: Student Offenses and Discipline Procedures.
5. Board Policy and Superintendent's Administrative Procedure: Tobacco Use and Possession.
6. Board Policy and Superintendent's Administrative Procedure: Drug Use by Students
7. Board Policy and Superintendent's Administrative Procedure: Behavior Support – Special Education Students.

Curriculum Section:

8. Board Policy and Superintendent's Administrative Procedure: Nondiscrimination of Students in Classroom Procedures.
9. Any other district Board Policies and Superintendent's Administrative Procedures deemed appropriate.

All volunteers shall sign the form attached as Attachment C.

## HOW TO OBTAIN CERTIFICATION FORMS

To assist you in obtaining the ***Criminal Record Check***:

1. Go to <https://epatch.state.pa.us/Home.jsp> and click on “submit a new record check”.
2. Select “New Record Check (Volunteers Only)” for the reason.
3. Follow the prompts on the online form.
4. Print two copies of the results (one for you to keep and a second copy for the Office of Human Resources).

*Criminal Record Check certifications shall be provided free of charge to a volunteer once every 57 months.*

To assist you in obtaining ***the Child Abuse History Certification***:

1. Go to <https://www.compass.state.pa.us/CWIS>
2. Create an account
3. Submit your certification application online.
4. Print two copies of the results (one for you to keep and a second copy for the Office of Human Resources).

*Child Abuse History Certifications shall be provided free of charge to a volunteer once every 57 months.*

To assist you in obtaining the ***Federal Criminal History Record Information***:\*

1. Go to <http://www.pa.cogentid.com> and click on “register online”.
2. Complete the online form and **print the confirmation page**.
3. Return to the home page [www.pa.cogentid.com](http://www.pa.cogentid.com) and click on “Pay Online”. Have your credit card ready and follow the prompts to pay. **Print two (2) copies of the confirmation page (one for you to keep and submit the second copy to the Office of Human Resources.)**
4. If you do not have a credit card, purchase a money order and take it with you to the fingerprinting location.
5. Locate and go to the nearest fingerprint scanning location with your confirmation number and one form of photo identification. A list of locations is available in the Office of Human Resources.

\*If the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period, and he or she swears or affirms in writing that he or she is not disqualified from service and has not been convicted of an enumerated offense, he or she need not submit a Federal Criminal History Record Information (CHRI). A form to affirm residency is available in the Office of Human Resources. If the prospective volunteer has not been a resident of Pennsylvania for the previous ten-year period, but has submitted and received a CHRI at any time since establishing residency in Pennsylvania and provides a copy of the CHRI to the Office of Human Resources he or she need not submit a new CHRI.



Abington School District  
Abington, PA 19001

**STATEMENT OF EXEMPTION**

I, \_\_\_\_\_, hereby swear or affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period and that I have not been convicted of an enumerated offense pursuant to Act 24 of 2011, Section 111 of the Public School Code of 1949 which are listed on the reverse side of this form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LIST OF REPORTABLE OFFENSES

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

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

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- Section 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)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

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

(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.

(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.

(3) An offense under *75 Pa.C.S. § 3802(a), (b), (c) or (d)* (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under *75 Pa.C.S. § 3803* (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.



**VOLUNTEER AFFIRMATION**

I \_\_\_\_\_, agree to serve as a volunteer in the Abington School District ("District"). I affirm that I have read the attached Board Policy "Volunteers" and accompanying Superintendent's Administrative Procedure 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 to the teacher or supervisor in charge of the activity all incidents of inappropriate behavior or any situations that I witness in which students might be in danger.

I understand that as a volunteer I will be viewed as a representative of the 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 my own personal opinion on students.

I agree to respect the privacy and anonymity of each child by maintaining the confidentiality of any privileged information that I may inadvertently 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, in addition to any reporting responsibilities I may have as a mandated reporter under Pennsylvania law.

When I am unable to attend a volunteer activity, I will inform my supervisor or the supervising teacher, and I will document all attendance as requested from my supervisor or the supervising teacher.

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

I will be a Volunteer and (check one):

\_\_\_\_\_ I have provided PA State Police Criminal Record Check, Child Abuse History Certification, and Federal Criminal History Record Information.

\_\_\_\_\_ I have provided PA State Police Criminal Record Check, Child Abuse History Certification, and a statement for exemption of the Federal Criminal History Record Information.

I am aware of and will comply with Board Policies and Superintendent's Administrative Procedures regarding child abuse identification and reporting; prohibition of discrimination; prohibition of unlawful harassment; student accidents; student hazing; 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. My name will be processed through the Pennsylvania State Police Megan's Law website to clear me as not being a registered sex offender. I also understand that as a 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 \_\_\_\_\_

Required screenings

Tuberculosis: Date administered \_\_\_\_\_ Date Read \_\_\_\_\_ Nurse's Initials \_\_\_\_\_

Megan's Law: Date Accessed \_\_\_\_\_ Date screened \_\_\_\_\_ Admin.'s Initials \_\_\_\_\_