



FAIRFIELD AREA SCHOOL DISTRICT

4840 Fairfield Road, Fairfield, PA 17320

www.fairfieldpaschools.org

(717) 642-8228
Fax (717) 642-2036

RE: School Volunteer Policy (including volunteer athletic coach)

To all those impacted:

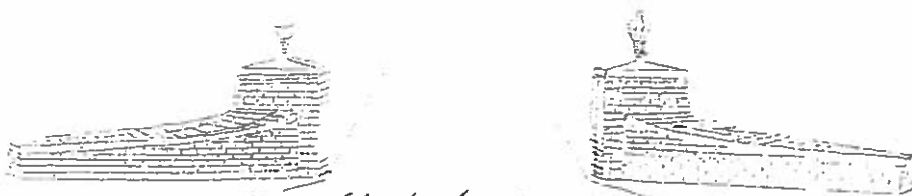
The School District has enhanced our volunteer policy in order to improve the health and safety of our students. The new volunteer policy makes improvements by communicating the process for how to become a volunteer, how background clearance decisions are made, a required TB test, confidentiality and scope of work expectations for volunteers, and even a procedure for how an individual may communicate to the Principal an objection to a volunteer. There will also be a system of reporting volunteer time so the District can express our end of year appreciation.

The policy and procedure is available *here*, at the Administration office, and at each school office.

New volunteers need to:

1. Pick up the packet at the athletic office or school you intend to volunteer with and complete all forms including the background clearance applications. **Volunteers are responsible to obtain their own clearance results.**
2. Forms can be completed on line or by mail-volunteer clearances are **free of charge** if you have not received "free" clearances within the past five years. All clearances are good for a five year period.
3. You must obtain a TB test and submit a copy of the results to the Administration office

When the background clearances and TB results, along with the registration form, have been returned to the Administration office, the volunteer applicant will be notified in writing by the Superintendent's office for permission to begin volunteering.



Students First

Fairfield Area School District

ADMINISTRATIVE PROCEDURE

SCHOOL VOLUNTEERS

VOLUNTEER REGISTRATION FORM / DISCLOSURE SHEET

In accordance with Policy 916, all volunteers must have a registration form/ disclosure sheet on file in the Fairfield Area School District Central Office.

Name _____ Phone _____

Address _____ Cell Phone _____

E-Mail _____

Are you a parent of a current FASD student?

Student's Name(s) _____ Building _____

Area of Interest (check all that apply)

- Classroom / Building District Athletic Coach Chaperone
 Other (Where? Please describe)

Name of employee/teacher you will be working with (if applicable) _____

As a school volunteer you may become aware of information about a student and their family which is confidential. This can include grades, performance, skill levels and other information shared in the classroom. It is imperative that this information remain strictly confidential. Discuss student behavior and/or progress ONLY with the teacher.

I agree that confidentiality of student information is critical and I shall protect such information should I become aware of it.

I have received and reviewed a copy of the Fairfield Area School District Volunteer Policy. I understand the procedures and responsibilities as a volunteer and I agree to abide by them.

Volunteer Signature

Date

Superintendent Signature

Date Approved

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

SCHOOL VOLUNTEERS –Approved: August 24, 2015

EMERGENCY INFORMATION FOR VOLUNTEERS

Print Name _____

Birthdate _____

Emergency Contact _____ Relationship _____

Home Phone _____ Work Phone _____

Physician Preference _____ Physician's Phone _____

Special Health Problems /Allergies/Medications we should know about, i.e. bee stings, diabetes, etc.

In the event that I need emergency treatment requiring ambulance service and/or medical care, you have my permission to seek help as listed above or nearest MD/DO or ambulance/hospital available. I will assume responsibility for fees incurred by such an emergency (via my medical insurance if applicable).

Signature **Date**

Approved: August 24, 2015

Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Active
Legal	<ul style="list-style-type: none"> 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. 123.2 16. Pol. 216 23 Pa. C.S.A. 6301 et seq
Adopted	August 14, 2017

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular 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, 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 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, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[9][10]

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

4/20/2022 BOARDDOCS/FL
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.[13][14][15][12]

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.[16]

Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

PENNSYLVANIA CRIMINAL HISTORY CHECK – ACT 34
Fairfield Area School District
4840 Fairfield Road
Fairfield, PA 17320
(717) 642-8228

*** Electronic Submission**

- Access the PATCH website <https://epatch.state.pa.us> - 24 hours/day, 7 days/week
- The applicant will pay a fee of \$22.00 for the background check. When using the website, you must use a credit card to pay this fee. If you do not have a credit card, you will need to submit your application via the paper form (see "Paper Submission")
- From the homepage, click on "Submit a New Record Check" under **Credit Card Users**
- Next, you will be presented with the Terms and Conditions for the Use of PATCH. Read carefully and click "Accept."
- Continue through the application process by completing the requested fields (note: under REASON FOR REQUEST, select "Employment")
- On the Record Check Results page, click on the Control # listed. This will take you to the Record Check Details page. Click on "Certification Form" on the Record Check Details page to access a printable certificate validating that a record check was conducted for the named individual (you). Please write down the Control Number and the Request Date. This information, along with a copy of the Certification Form, should be provided to the Human Resources Department in order to validate the results. Make sure you keep a copy for yourself. By law, Human Resources CANNOT provide a copy of the clearance results to the applicant.
- Once this background check has been requested, one of the following possible responses will be immediately received:
 - "NO RECORD" – indicates that there is no criminal history information contained in the files of the Pennsylvania State Police Central Repository. **THE CERTIFICATION FORM/SCREEN FOR "NO RECORD" SHOULD BE PRINTED AND USED AS THE ORIGINAL.** This will need to be returned to Human Resources. A copy will be made for your file and the original returned to you.
 - "PENDING" – indicates that a response did not come back quick enough. If this is the response received, please check the status at a later time.
 - "REQUEST UNDER REVIEW" – indicates that the user must periodically check back to determine that final status which would be either "NO RECORD" or "RECORD"
- All "RECORD" status responses will be mailed to the address provided by the applicant and this document must be provided to Human Resources. A copy will be made for your file and the original returned to you.

* PAPER SUBMISSION

- Request form SP4-164 from Human Resources or from the Pennsylvania State Police website: www.psp.pa.gov (scroll down and click on "Request a Criminal History Record" under PSP SERVICES)
- Form must be completed in ink. Include your name, address, and telephone number as the Requester. Do not use the name or address of the District as the Requester.
- At the top right of the form (across from address field) under CHECK ONE BLOCK, check the box for "Individual/Noncriminal Justice Agency"
- Under the REASON FOR REQUEST section, check the box for "Employment/Screening"
- Enclose a certified check or money order for \$22.00, payable to the "COMMONWEALTH OF PENNSYLVANIA." NO cash or personal checks will be accepted.
- Mail application to: **Pennsylvania State Police Central Repository-164**
1800 Elmerton Avenue
Harrisburg, PA 17110-9758
- The State Police will process the applications as they arrive. The State Police will return the Criminal Record Check to the applicant by mail within approximately 4 weeks. To inquire on the status of your Criminal Record Check, call 1-888-QUERYPA (1-888-783-7972).
- The original background check results need to be submitted to FASD. The original will be reviewed, a copy will be made for your personnel file, and the original returned to you.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - ACT 151

Fairfield Area School District
4840 Fairfield Road
Fairfield, PA 17320
(717) 642-8228

*Electronic Submission

The Pennsylvania Child Abuse History Clearance can now be submitted and paid for online through the **Child Welfare Information Solution (CWIS) self-service portal**. The cost \$13.00.

In order to submit your application online, you will first need to establish a **KEYSTONE ID**.

• Access the self-service portal at www.compass.state.pa.us/cwis or you can also access the portal using a link provided under "CLEARANCES" on the Pennsylvania government website, www.KeepKidsSafe.pa.gov

- In the Child Welfare Portal window, click "CREATE A NEW ACCOUNT"
- You will be presented with a welcome page. Please read and then scroll down and click "NEXT"
- Complete all fields requested. You will also be asked to set-up 3 security questions and answers that will be used in the event that you forget your password.
- Click "FINISH"

You will then receive two e-mails; (1) confirmation of the Keystone ID that you selected, and (2) one that contains your temporary password. Upon receipt, return to the self-service portal at www.compass.state.pa.us/cwis and in the Child Welfare Portal window, click "LOGIN." You will be asked to enter your Keystone ID and temporary password. You will then be prompted to set-up a new password.

Once you have your Keystone ID and password created, please refer to the following instructions to assist you with the electronic submission of your child abuse application:

- Access the self-service portal at www.compass.state.pa.us/cwis using your Keystone ID and password
- Click "CREATE CLEARANCE APPLICATION"
- Read the Getting Started information page and then click "BEGIN"
- Select appropriate APPLICATION PURPOSE - **ALL employees, prospective employees, AND volunteers must select "SCHOOL EMPLOYMENT"**
- Click "NEXT"
- Enter APPLICANT INFORMATION; click "NEXT" once complete enter all required fields; this includes providing previous names/nicknames and contact information
- Enter CURRENT ADDRESS; click "NEXT" once complete - Please note, electronic results of this clearance will be available through your PA Child Abuse History Clearance Account however, you are also given the option of receiving a paper version of your clearance certificate.
- Enter all PREVIOUS ADDRESSES since 1975; click "NEXT" once complete
- Enter HOUSEHOLD MEMBERS with whom you have lived with since 1975; click "NEXT" once complete
- You will be provided with an APPLICATION SUMMARY. Carefully review the information you entered and edit if necessary; click "NEXT" once complete
- Complete the e-SIGNATURE; click "NEXT" once complete

You will then be presented with the "APPLICATION PAYMENT" page. Answer "NO" to the question about being provided with a payment code.

- Click "SUBMIT APPLICATION"
- You will be asked to supply your credit/debit card information; click "PAY NOW" once complete
- You will be taken to a stop-over page entitled "PAYMENT COMPLETED." **Your application has not been submitted yet. You must click on "FINALIZE AND SUBMIT APPLICATION"**

- You have successfully completed the process if you receive a "SUBMISSION CONFIRMATION" page
- Make sure you click "LOGOUT" when you are ready to leave the website

You will receive two e-mails (if you provided an e-mail address during your application submission). The first e-mail will confirm that your application was successfully received. The second e-mail is notification that your application was processed and your results are ready to be viewed.

To review your results electronically, access the self-service portal at www.compass.state.pa.us/cwis . Log in using your Keystone ID and password. As you scroll down the page, you will see your e-Clearance ID number and below that, a green icon stating that "Your Application Has Been Processed." Click where indicated to access your paper certificate. Print out two copies; one to submit to Human Resources and the other for your records. By law, Human Resources CANNOT provide a copy of the clearance results to the applicant.

***Paper Submission**

The Pennsylvania Child Abuse History Clearance form can be found on the Pennsylvania government website, www.KeepKidsSafe.pa.gov. (There is also a link to this website on the Department of Human Services (formerly the Department of Public Welfare) homepage, www.dhs.state.pa.us .) Complete the following steps in order to retrieve the required form:

- On the left-hand side of the homepage, click "DOWNLOAD THE PA CHILD ABUSE HISTORY CLEARANCE FORM"
- Go to page 3 of the form, "Directions to Complete the Pennsylvania Child Abuse History Clearance Application." Only Section 1, or the first page of the application, must be completed. Page 2 is for the Department of Human Services (DHS) use only.

Please note that for ALL employees, prospective school employees AND volunteers, the School Employee box should be checked under the "Purpose of Clearance" item on the application.

Remember to enclose a **\$13.00 money order, payable to: DEPARTMENT OF PUBLIC WELFARE**, for each application. No cash or personal checks are accepted. Agency or business checks are acceptable. Do not send any postage paid return envelopes.

Mail application to: **CHILDLINE AND ABUSE REGISTRY
DEPARTMENT OF PUBLIC WELFARE
P.O. BOX 8170
HARRISBURG, PA 17105-8170**

Clearance results will be mailed directly to you and not the District. You must bring the original clearance results in to the Human Resources Department for review. A copy will be made and the original returned to you for your records.