

## **Volunteer Clearance Requirements**

Volunteers in the Jersey Shore Area School District must submit the following before they will be permitted to volunteer within the district.

The Volunteer Policy is available on the District Website under **Administration-School District Policies-scroll to policy 916** or use the following address:

<http://www.jsasd.k12.pa.us/cms/lib6/PA06000068/Centricity/Domain/23/Policy%20916%20-%20Volunteers.pdf> (there is also a copy attached at the end of this document).

**1. JSASD Volunteer Application**

-Form is available in the school office

**2. Act 34 State Police Criminal History Record**

-Free for volunteers. Can be completed online at <https://epatch.state.pa.us>

**3. Act 151 Child Abuse History Clearance (CY113 form)**

-Free for volunteers. Can be completed online at [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)

**4. Tuberculosis Test**

-To be completed by your physician

**5. PDE-6004 Form**

-Form is available in the school office

**If you have not resided in Pennsylvania for the past 10 years, you will also be required to obtain the following:**

**Federal Criminal History Record Information (FBI Fingerprinting & Report)**

-Register and pay online at [www.pa.cogentid.com](http://www.pa.cogentid.com) (Select Pennsylvania Dept. of Education)

-Print form after registering and take to local fingerprinting location. (UPS store in the TJ Maxx plaza in Williamsport is one in the area.)

Take completed application, original clearances, tuberculosis test results and PDE-6004 form to the school office. **All completed paperwork must be submitted together at one time.**

**The volunteer forms (including clearances) must be renewed every five years. The Volunteer Affirmation must be submitted for the years that clearances are not required to be renewed.**

# Volunteer Application



## Contact Information

Name	
Street Address	
City ST Zip Code	
Home Phone	
Work Phone	
E-Mail Address	

## Availability

During which hours are you available for volunteer assignments?

- |                                             |                                               |
|---------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Monday mornings    | <input type="checkbox"/> Monday afternoons    |
| <input type="checkbox"/> Tuesday mornings   | <input type="checkbox"/> Tuesday afternoons   |
| <input type="checkbox"/> Wednesday mornings | <input type="checkbox"/> Wednesday afternoons |
| <input type="checkbox"/> Thursday mornings  | <input type="checkbox"/> Thursday afternoons  |
| <input type="checkbox"/> Friday mornings    | <input type="checkbox"/> Friday afternoons    |
| <input type="checkbox"/> Evening events     | <input type="checkbox"/> Other: _____         |

Buildings where you desire to volunteer:

- |                                                       |                                                          |
|-------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Avis Elementary              | <input type="checkbox"/> Jersey Shore Area Middle School |
| <input type="checkbox"/> Salladasburg Elementary      | <input type="checkbox"/> Jersey Shore Area High School   |
| <input type="checkbox"/> Jersey Shore Area Elementary |                                                          |

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Office Use Only:

Verification from building administrator that the required paperwork is attached and approved.

- |                                                                                      |                                                                |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> PDE-6004 Form                                               | <input type="checkbox"/> Act 151 Child Abuse History Clearance |
| <input type="checkbox"/> Tuberculosis Test                                           | <input type="checkbox"/> Act 34 Criminal Record Check          |
| <input type="checkbox"/> Federal Criminal History Record Information (if applicable) |                                                                |

Signature of building administrator: \_\_\_\_\_

**Special Skills or Qualifications**

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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**Previous Volunteer Experience**

Summarize your previous volunteer experience.

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**Person to Notify in Case of Emergency**

Name	
Street Address	
City ST Zip Code	
Home Phone	
Work Phone	
E-Mail Address	

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may result in my immediate dismissal.

## Statement of Commitment

As a volunteer working in the Jersey Shore Area School District, I agree to:

1. Sign in and out at the designated place during each visit.
2. Receive and wear a sticker or ID provided from the front office to ensure school safety.
3. Attend any orientation or training session that may be necessary to help me in my job.
4. Honor the commitment to work as scheduled.
5. Notify the school principal or designee assigned to work with me if I must be absent from a volunteer commitment.
6. Abide by all the school rules and district policies and regulations that are applicable to me.
7. Inform appropriate staff members, teachers, school, counselor and school principal if I suspect and/or learn that a child is in danger or exposed to any type of abuse or neglect.

**I hereby acknowledge that in connection with my volunteer services, I have received a copy of the Jersey Shore Area School District's Volunteer Policy; I have read and understand the Policy and that I hereby agree to comply with and be bound by the Policy.**

<b>Name (printed)</b>	
<b>Signature</b>	
<b>Date</b>	

## Equal Opportunity Statement

The Jersey Shore Area School District provides an equal opportunity to applicants and does not discriminate on the basis of race, color, religions, national origin, gender, sexual preference, age or disability.

Thank you for completing this application form and for your interest in volunteering with us.

**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:
    - 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.

# Jersey Shore Area School District

POLICY NO: 916  
SECTION: Community  
TITLE: Volunteers  
ADOPTED: September 22, 2014  
REVISED:

916. Volunteers	
1. Purpose	The Board recognizes and values the contributions made by parent and community volunteers to the educational, athletic and extracurricular programs of this district. The use of volunteers is endorsed by the Board, subject to the requirements and procedures set forth below.
2. Definitions	<p>A volunteer is any individual who provides a service to the district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. Volunteers must be at least 18 years of age and will be identified in one of two categories:</p> <p><b>Casual Volunteer:</b> An individual who volunteers in the district infrequently and works directly under the supervision, and in the presence of a teacher or administrator employed by the district. A volunteer in this category shall not provide direct services to students or have unsupervised contact with students. Examples include: classroom volunteers that assist in planning or conducting classroom celebrations, individuals performing functions ancillary to an athletic event or extracurricular activity (such as general PTO functions, festivals, book fairs, and performance ushers).</p> <p><b>Program Volunteer:</b> An individual who volunteers in the district under the general direction and supervision of a teacher or administrator employed by the district. A volunteer in this category may provide direct services to students, and may be reasonably expected to have unsupervised contact with students. Examples include: volunteer tutors, chaperones for field trips, volunteer coaches, volunteer trainers or equipment managers, and volunteer musicians or choreographers for the musical.</p> <p>Final determination of a volunteer's category is the responsibility of the building administrator where the volunteer is approved to conduct approved activities.</p>



3. Authority	<p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff. All coach volunteers will be approved by the Board. Building administrators are responsible for the approval of all other volunteers. The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. Any volunteer may be removed from a volunteer position at any time or for any reason at the discretion of the building administrator.</p>
4. Delegation of Authority	<p>Building administrators are responsible for the procedures of recruitment, selection and assignment of volunteers; provided that the following minimal requirements shall apply:</p> <ul style="list-style-type: none"> <li>a. Any needed training is provided for the volunteer to perform the duties of an assignment.</li> <li>b. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind. This includes, but is not limited to the collection and filing of clearances and affirmations.</li> <li>c. No procedure set up by a school shall conflict with any part of this policy.</li> </ul>
5. Guidelines	<p>Exemptions</p> <p>Volunteers exempted from the following requirements for clearances are members of Booster and parent organizations who are exclusively involved in fundraising efforts off the school property and do not have direct contact with students.</p>
<p>SC 111.1418</p> <p>Title 22</p> <p>Section 8.1 et seq</p> <p>23 Pa. C.S.A.</p> <p>Sec.6301</p> <p>SC 1418</p> <p>Title 28</p>	<p>Safety Requirements</p> <p>A Program Volunteer shall be required to complete, submit for approval, pay for and file with the administrator in the school in which the volunteer desires to render services a Clearance Statement, tuberculosis test PDE-6004 form, and all current criminal clearances required by the state for employment in a school district. The original clearance statements, PDE-6004 form, and the district's Volunteer Application must be brought in to the school office. After the required clearances and forms are approved and filed with the district, the volunteer shall be required, on an annual basis, to sign an affirmation that they have not perpetrated or been convicted of any offense that would disqualify them from their volunteer status with the Jersey Shore Area School District ("Volunteer Affirmation"). The aforementioned clearances and forms will be required to be renewed every 5 years.</p>
Sec.23.44	

A Casual Volunteer will be required to submit the volunteer application, PDE-6004 form and Volunteer Affirmation to the building administrator in the school in which the volunteer desires to render services. After these forms are approved and filed with the district, the volunteer shall be required, on an annual basis, to sign an affirmation that they have not perpetrated or been convicted of any offense that would disqualify them from their volunteer status with the Jersey Shore Area School District ("Volunteer Affirmation").

First aid shall not be administered upon students by volunteers, except in the case of an emergency.

Except as specifically authorized by the Board on a case by case basis, Volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the district, and volunteers shall not be permitted to transport students by motor vehicles in support of any school program.

#### Confidentiality

No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, attendance records, discipline history, standardized test scores, individual education plans, health data, family background information, personality and interest scores, or any other verified or unverified information contained in a student's file maintained by teachers, administrators or schools within the district.

Each volunteer shall keep strictly confidential any and all information he or she may learn, during the course of performing services, about the students enrolled in the district.

#### General

Under no circumstances shall a volunteer be considered a school employee or independent contractor of the district. A volunteer shall receive no wages, salary or valuable consideration for the performance of his or her services.

The role of the volunteer is to assist the district staff, but not replace or assume the professional or paraprofessional responsibilities or authority. Under no circumstances shall a volunteer administer discipline upon students. Volunteers shall report all student disciplinary issues or concerns to the classroom teacher or building administrator.

Each volunteer shall affirm on their Volunteer Application that he or she has a copy of, has read, understands and agrees to comply with this policy.

**6. References**

School Code -24 P.S. Sec. 111, 1418

State Board of Education Regulations -22 PA Code Sec 8.1 et seq.

State Board of Health Regulations -28 PA Code Sec 23.44

Child Protective Services Law -23 PA C.S.A. Sec 6301 et seq.