

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

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 (Select Pennsylvania Dept. of Education)

-Print form after registering and take to local fingerprinting location.

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 | |

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.

Previous Volunteer Experience

Summarize your previous volunteer experience.

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.

Name (printed)	
Signature	
Date	

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.



Book	Board Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Active
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. 123.2 16. Pol. 216 17. Pol. 113.4 23 Pa. C.S.A. 6301 et seq
Adopted	September 22, 2014
Last Revised	September 26, 2016

Purpose

The Board recognizes and values the contributions made by parents/guardians and community volunteers to the district's educational, athletic and extracurricular programs.

Authority

The partnership of volunteers shall be endorsed by the Board, subject to the requirements and procedures stated in policy.

The Board authorizes the selection and use of parents/guardians, community members and others as volunteers to assist and supplement regular district staff. The volunteer position is not a right, but rather a privilege conferred by the Board and the administration. All coach volunteers will be approved by the Board. Building administrators are responsible for the approval of all other volunteers. Any volunteer may be removed from a volunteer position at any time and/or for any reason.

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. Examples include but shall not be limited to, guest speakers, participants in a "Career Day", attendees for concerts or assemblies that occur during the school day, etc.[\[6\]](#)

Volunteer - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation, wages, salary or valuable consideration from the district for the performance of services. A volunteer is not a school employee or independent contractor of the district.[\[5\]](#)

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, college students on assignment, supervisors for an outside placement, agency workers, and additionally contractors, HSA workers or concession stand volunteers who work with students.

2. **Guests** - 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, participation and supervision of volunteers.

The building principal or designee shall be responsible for keeping an active and current roster of approved volunteers.

Guidelines

Each prospective volunteer shall complete and submit a volunteer application.

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

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

The role of the volunteer shall be to assist district staff, but not to replace or assume the professional or paraprofessional responsibilities or authority of any district staff.

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 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.

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

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 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 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.

Transport

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.

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

A volunteer shall not be permitted access to confidential student information or participate in conversations in which confidential student information is discussed 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][17]

Examples of such information include, but shall not be limited to, 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 district schools.

Discipline of Students

A volunteer shall not administer discipline upon students under any circumstances. Volunteers shall report all student disciplinary issues or concerns to the classroom teacher or building principal.

Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service through the applicable PTO.

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.