

# NORWIN SCHOOL DISTRICT

Policy No.: 916

Section: COMMUNITY

Title: CLEARANCES (CERTIFICATIONS)

Adopted: August 17, 2015

## POLICY

### 916. CLEARANCES (CERTIFICATIONS)

#### Purpose

The Board recognizes that regular full/part-time staff, volunteers, event staff, contract and delivery/vending services, all make valuable contributions to the District's educational, extracurricular, and athletic programs. The use of these individuals and services is necessary and endorsed by the Board, subject to legal requirements and administrative procedures.

#### Applicability & Scope

This policy shall not apply to: a person who visits a school for special events, such as guest speakers, celebrity readers, presenters, attendance at student performances, parents or family members who have lunch with their own child, attendance at parent conferences, pre-scheduled parent training, open houses, academic ceremonies, or athletic events. These people are considered visitors.

Booster Clubs are sponsored and initiated by parent groups affiliated with the sport or extracurricular activity. People associated with these clubs who would never be in the position of being with students are also exempt from this policy. Those who assist with concession stand, food preparation and/or fundraising, may or may not be subject to this policy depending on whether or not their participation in booster activities places them in contact with students as described below.

#### Definitions

**Full/Part-Time Staff** – Individual(s) who have been officially hired by the Board, as employees which are paid to carry out the work of the District, and who: (1) works under the general direction and supervision of an administrator, director, or supervisor employed by the District; and (2) provides indirect and/or direct services to students or may, be reasonably expected to have unsupervised contact with children (students).

Examples of full/part-time staff may include, but not be limited to: central or building administrators, directors, supervisors, teachers, or support staff i.e., substitutes, paraprofessionals, secretaries, food

service workers, maintenance, custodians, health room/office assistants, cafeteria monitors, coaches, supplemental sponsors, security, and other.

**Assistive Volunteer** – Individual(s) who voluntarily provide services to the District, without compensation, and who: (1) works directly under the supervision and direction of a teacher or administrator employed by the District; and (2) does not have unsupervised contact with children (students). The assistive volunteer is in proximity of a teacher or administrator at all times and there is no time where the volunteer is alone with children (students).

Examples of assistive volunteers may include, but not be limited to: homeroom parents/guardians; volunteers who help with PTO fundraisers; volunteers who provide academic help in the classroom; volunteers who provide clerical support in the library, classroom, office, or elsewhere (under the supervision and direction of a teacher or administrator) in the school; concert/performance ushers; chaperones at school dances; yearbook (taking pictures); volunteers for field day (usually 1 time per year with 40-50 volunteers); volunteers for book fairs (usually 2 weeks per year), volunteer readers, volunteers for Night with the Young Knights (usually 3 times per year), volunteers for holiday stations (usually throughout the year), volunteers for the ultimate math challenge (usually 1 time per year), volunteers for the science Olympiad (usually 1 time per year), volunteers for candy cane castle (usually 1 time per year), volunteers for school store (usually 8 times per year), volunteers for Santa's workshop (usually 1 time per year), volunteers for open house (usually 1 time per year), volunteers for bricks for kids, volunteers for cookies and crafts, volunteers for fun fairs, volunteers for the gallery walk, volunteers for science fairs, volunteers for kindergarten orientation (usually 1 time per year), volunteers for special person's luncheon (usually 1 time per year), and other.

**Independent Volunteers and Volunteer Chaperones** – Individual(s) who voluntarily provide services to the District, without compensation, and who: (1) works under the general direction and supervision of a teacher or administrator employed by the District; and (2) provides direct services to students or may, from time to time, be reasonably expected to have unsupervised contact with children (students).

Examples of independent volunteers and volunteer chaperones may include, but not be limited to: volunteers for the PTA; volunteer who assist in the planning or conducting of classroom celebrations; volunteers for field trips (including overnight field trips), prom, and other.

**Volunteer Coaches/Sponsors** - Any individual who voluntarily provides services to the District, without compensation, and who: (1) works under the general direction and supervision of the Director of Athletics and Student Activities, a principal, a teacher, a coach or student activity sponsor employed by the District; and (2) provides direct services to students or may from time to time, be reasonably expected to have unsupervised contact with students.

Examples of volunteer coaches and sponsors may include, but not be limited to: individuals who volunteer to serve on the coaching staff of an athletic team, volunteer athletic trainers or equipment managers, choreographers, musicians, technical directors, volunteers who design and construct sets, volunteers who design, repair, and fit costumes, and other individuals who provide instruction to students in the marching band/school musical or dramatic performances.

**Athletic Event Staff** - Any individual who provides services to the District with or without compensation, and who: (1) works under the general direction and supervision of a principal, the Director of Athletics and Student Activities, a teacher, coach or student activity sponsor employed by

the District; and (2) provides direct services to students or may from time to time, be reasonably expected to have unsupervised contact with students.

Examples of athletic event staff may include, but not be limited to: ticket sellers, ticket takers, scoreboard operators, clock operators, announcers, message board operators, down marker holders, spotters, and crowd control services.

**Contracted Services** - Any entity, company, agency, or individual who provides services to the District with or without compensation, and who: (1) works under the general direction and supervision of central administration, building administration, department directors and/or supervisors; and (2) provides direct services to students or may from time to time, be reasonably expected to have unsupervised contact with students.

Examples of contracted services may include, but not be limited to: Special Education/Student Services - i.e., Watson Institute (behavior/social skills), CAMCO (physical therapy), Wesley Spectrum (school-based behavioral health), Office of Vocational Rehabilitation (post-secondary education/employability counseling), WIU, First Student (transportation/busing), Safeguard (before/after school daycare), Norwin Teachers Federal Credit Union (staff who work with students), ComDoc (printer/copier install/repair), and band/music (orchestra pit/professional musicians hired for musicals and/or other special performances, clinicians, and effects experts.

**Delivery, Vending and Other Services** - Any entity, company, agency, or individual who provides delivery, vending and/or other network or communication services to the District, and who: (1) works under the general direction and supervision of central administration, building administration, department directors and/or supervisors; and (2) provides direct services to the District and students or may from time to time, be reasonably expected to have unsupervised contact with students.

Examples of delivery, vending or other services may include, but not be limited to: FedEx, UPS, US Mail, US Foods, Maloberti's Produce, Turner's Dairy, Imler's Poultry, Pepsi, Consolidated Communications, Comcast, Verizon (network/telephone services and support), and other.

#### Authority

The Board and/or Administration authorizes the selection and use of the subgroups identified above, including parents/guardians, community members, and others to serve as volunteers to assist District staff.

#### Guidelines

##### **Full/Part-Time Staff**

Full/Part-time Staff shall be approved by the school Board. The Department of Human Resources will coordinate, track and maintain required credentials and clearances for these Board approved employees.

Clearances –

All full/part-time staff shall provide and submit to the Human Resources Department for review and verification:

1. The original Criminal History Report from the Pennsylvania State Police (Act 34).
2. The original Child Abuse History Clearance from the Pennsylvania Department of Child Welfare (Act 151).
3. The Federal Criminal History record information from the Federal Bureau of Investigation (FBI) (Act 114).
4. The Arrest and Conviction (self-reporting) Form (Act 24).
5. The documentation providing proof of completion of the Child Abuse and Reporting Training (Act 126).
6. Sexual misconduct and abuse disclosure statements – for new employees, upon being hired by the school Board (Act 168).

\*Effective July 1, 2015, all full/part-time staff shall submit renewed clearances every sixty (60) months (Act 15). It is the responsibility of the full/part-time staff member to monitor the expiration of the clearances and to submit renewed clearances to the Department of Human Resources in a timely manner to avoid a lapse in service.

### **Assistive Volunteers**

Assistive volunteers shall be approved by the appropriate building principal. The building principal shall also maintain a record of the names and a brief description of the services performed by all assistive volunteers providing services in his/her respective building. This record shall be maintained for a minimum period of two (2) years.

Clearances –

All assistive volunteers shall, prior to approval by the building principal, submit to the principal's office for review and verification. The building principal will coordinate, track and maintain all required clearances.

1. The original Criminal History Report from the Pennsylvania State Police (Act 34).
2. The original Child Abuse History Clearance from the Pennsylvania Department of Child Welfare (Act 151).
3. The Federal Criminal History record information from the Federal Bureau of Investigation (FBI) (Act 114), when necessary.

Per Act 15, FBI (Fingerprint/Federal Criminal History) is not required if: 1) the volunteer has been a resident of the Commonwealth of PA during the entirety of the previous 10-year period (waiver form required); or 2) if not a resident of the Commonwealth of PA – during the entirety of the previous 10-year period, has received a FBI clearance/ certification at any time since establishing a residency in the Commonwealth of PA and provides a copy of the clearance/certification.

\*Effective July 1, 2015, all assistive volunteers shall submit renewed clearances every sixty (60) months (Act 15). It is the responsibility of the volunteer to monitor the expiration of the clearances and to submit renewed clearances to the building principal in a timely manner to avoid a lapse in service.

### **Independent Volunteers and Volunteer Chaperones**

Independent volunteers and volunteer chaperones shall be approved by the appropriate building principal. The building principal shall also maintain a record of the names and a brief description of the services performed by all independent volunteers and volunteer chaperones providing services in his/her respective building. This record shall be maintained for a minimum period of two (2) years.

Clearances –

All independent volunteers shall, prior to approval by the building administrator, submit to the principal's office for review and verification. The building principal will coordinate, track and maintain all required clearances.

1. The original Criminal History Report from the Pennsylvania State Police (Act 34).
2. The original Child Abuse History Clearance from the Pennsylvania Department of Child Welfare (Act 151).
3. \*The Federal Criminal History record information from the Federal Bureau of Investigation (FBI) (Act 114), when necessary.

Per Act 15, FBI (Fingerprint/Federal Criminal History) is not required if: 1) the volunteer has been a resident of the Commonwealth of PA during the entirety of the previous 10-year period (waiver form required); or 2) if not a resident of the Commonwealth of PA – during the entirety of the previous 10 year period, has received a FBI clearance/ certification at any time since establishing a residency in the Commonwealth of PA and provides a copy of the clearance/certification.

\*Effective July 1, 2015, all independent volunteers shall submit renewed clearances every sixty (60) months (Act 15). It is the responsibility of the volunteer to monitor the expiration of the clearances and to submit renewed clearances to the building principal in a timely manner to avoid a lapse in service.

### **Volunteer Coaches/Non-Athletic Sponsors**

All coach and/or non-athletic sponsor volunteers shall, upon recommendation by the principal of the building where the services are to be performed, the Non-Athletic Supplemental holder, and/or Director of Athletics and Student Activities be approved by the Board prior to providing services to the District. The District's Human Resources Department shall coordinate, track and maintain required credentials and clearances for these Board approved volunteers.

Clearances –

1. The original Criminal History Report from the Pennsylvania State Police (Act 34).

2. The original Child Abuse History Clearance from the Pennsylvania Department of Child Welfare (Act 151).
3. The Federal Criminal History record information from the Federal Bureau of Investigation (FBI) (Act 114).

Per Act 15, FBI (Fingerprint/Federal Criminal History) is not required if: 1) the volunteer has been a resident of the Commonwealth of PA during the entirety of the previous 10-year period (waiver form required); or 2) if not a resident of the Commonwealth of PA – during the entirety of the previous 10-year period, has received a FBI clearance/ certification at any time since establishing a residency in the Commonwealth of PA and provides a copy of the clearance/certification.

4. The Arrest and Conviction (self-reporting) Form (Act 24).
5. The documentation providing proof of completion of the Child Abuse and Reporting Training (Act 126).
6. Sexual misconduct and abuse disclosure statements – for new volunteer coaches/non-athletic sponsors, upon being hired by the school Board (Act 168).

\*Effective July 1, 2015, all volunteer coaches/sponsors/chaperones shall submit renewed clearances every sixty months (Act 15). It is the responsibility of the volunteer to monitor the expiration of the clearances and to submit renewed clearances to the Human Resources Department or the principal building or Director as outlined above to avoid a lapse in service.

### **General Requirements for Volunteers**

The basic requirement of volunteer services shall be interest in the educational programs, enjoyment in helping children, and a sincere belief that by volunteering -- a contribution will be made to the learning process.

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of an authorized staff member or District employee.

Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time.

The Board shall provide authorized assistive volunteers, independent volunteers and volunteer coaches/sponsors and volunteer chaperones with the same liability insurance coverage as provided for employees of the District to cover them in the performance of their volunteer services.

To assure the proper support for the volunteer programs of the District, the following minimal requirements shall apply:

1. Each building principal who uses volunteers in any capacity shall be responsible for training of said volunteers to perform the specific duties associated with their assignments. The Director of Athletics and Student Activities and building principal(s), as applicable, shall be responsible for ensuring that all volunteer coaches/sponsors receive appropriate training to perform the duties associated with their assignment.
2. The building principal or designee shall assume general authority and responsibility over all volunteers serving at that site. The Director of Athletics and Student Activities and the building principal(s), as applicable, will assume general authority and responsibility over all volunteer coaches/sponsors.
3. Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or administration. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules, regulations, and administrative guidelines governing the conduct of the District's professional employees.
4. Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.

### **Athletic Event Staff**

All athletic event staff, upon recommendation by the principal of the building where the services are to be performed and/or Director of Athletics and Student Activities must have administrative approval prior to providing services to the District. The principal's and/or the District's Athletic Office shall maintain required credentials and clearances for event staff. If the athletic event staff worker is a regular full/part-time regular staff member as identified herein, the Human Resources Department will maintain the required credentials and clearances. It is the responsibility of the event staff worker to monitor the expiration of the clearances and to submit renewed clearances to the Human Resources Department or the principal building or Director as outlined above to avoid a lapse in service.

Clearances –

All event staff shall provide and submit to the Director of Athletics & Student Activities office for review and verification. The Director of Athletics & Student Activities will coordinate, track and maintain all required clearances.

1. The original Criminal History Report from the Pennsylvania State Police (Act 34).
2. The original Child Abuse History Clearance from the Pennsylvania Department of Child Welfare (Act 151).
3. The Federal Criminal History record information from the Federal Bureau of Investigation (FBI) (Act 114).
4. The Arrest and Conviction (self-reporting) Form (Act 24).

5. The documentation providing proof of completion of the Child Abuse and Reporting Training (Act 126).
6. Sexual misconduct and abuse disclosure statements – for new event staff, upon being utilized by the principal and/or the Director of Athletics and Student Services (Act 168).

\*Effective July 1, 2015, all event staff shall submit renewed clearances every sixty months (Act 15). It is the responsibility of the volunteer to monitor the expiration of the clearances and to submit renewed clearances to the building principal in a timely manner to avoid a lapse in service.

### **Contracted Services**

All contracted services, upon recommendation by the designated administrator, director, or supervisor where the contracted services are to be performed are approved by the Board prior to providing services to the District -- the designated administrator, director, or supervisor shall coordinate, track and maintain copies of required clearances and/or written verification from the contracted service provider that all required credentials and clearances have been obtained and are on file.

#### Clearances –

All contracted service providers shall provide to the designated administrator, director, or supervisor, hard copies and/or written verification that all required credentials and clearances have been received and are on file for each individual providing contracted services, as follows:

1. The original Criminal History Report from the Pennsylvania State Police (Act 34).
2. The original Child Abuse History Clearance from the Pennsylvania Department of Child Welfare (Act 151).
3. The Federal Criminal History record information from the Federal Bureau of Investigation (FBI) (Act 114).
4. The Arrest and Conviction (self-reporting) Form (Act 24).
5. The documentation providing proof of completion of the Child Abuse and Reporting Training (Act 126).
6. Sexual misconduct and abuse disclosure statements – for new contracted service staff, upon being utilized by the District (Act 168).

\*Effective July 1, 2015, all contracted services shall submit renewed clearances every sixty months (Act 15). It is the responsibility of the contracted services provider to monitor the expiration of the clearances and to submit renewed clearances or written proof of to the designated administrator, director, or supervisor where the contracted services are to be performed to avoid a lapse in service.



## **Delivery, Vending and Other Services**

All entities, companies, agencies or individuals who provide delivery, vending and/or other network or communication services to the District, will not have to submit credentials and clearances as long as the proper building administrator/building principal and/or designated supervisor/personnel ensure that any/all individuals providing services in this capacity are under direct supervision at all times and do not have direct contact with children.

### **Other:**

\*All required clearances (certifications) shall be provided in the form and manner proscribed by the Act.

No individual will be approved to serve the District if clearance (certification) required by this policy evidence an offense which would preclude such individual from being employed in a Pennsylvania public school under Act 34, Act 114 or Act 151.

Per Act 15, the cost for the Act 34 Criminal Record Check (State Police) and Act 151 Child Abuse History (State – Dept./Human Services) will be waived for volunteers beginning July 25, 2015, and every 57 months (these cannot be used for employment purposes).

Per Act 15, renewal deadlines have been changed from 36 months (3 years) to 60 months (5 years).

Per Act 15, if a volunteer does not have the required background clearances and certifications, was not previously required to have clearances and certifications, or his/her current clearances and certifications are older than 60 months (5 years), he/she must obtain the required certification by July 1, 2016. A first time volunteer must provide required clearances and certifications before beginning to work for the District.

Per Act 15, FBI (Fingerprint/Federal Criminal History) is not required if: 1) the volunteer has been a resident of the Commonwealth of PA during the entirety of the previous 10 year period (waiver form required); or 2) if not a resident of the Commonwealth of PA – during the entirety of the previous 10 year period, has received a FBI clearance/certification at any time since establishing a residency in the Commonwealth of PA and provides a copy of the clearance/certification.

The Act 24 (Act 153) Arrest/Conviction (Self Reporting), and Act 126, Child Abuse Recognition/Reporting Training, and Act 168 Sexual Misconduct and Abuse Disclosure Statements are not required by law for volunteers; however, the District reserves the right to require additional clearances and certifications as outlined in the Board policy and/or procedure.