

Centennial School District

An Equal Opportunity Employer

Assistant Superintendent of Education

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November 2011

Dear Parents, Friends and Families:

Thank you for your interest in Volunteering in our Centennial Schools. We value your involvement and participation in our programs and trips. For the safety of our children, the CSD Policy 5.14 holds certain requirements for volunteers. Volunteers serve in a vital role for which we are grateful in the running of our elementary program day-to-day. Depending on the situation, CSD Policy 5.14 "Volunteers," requires certain documentation. Here are guidelines intended to help our school community interpret policy procedures.

A. GUIDELINES

- A. Building principals using volunteers shall be responsible for determining qualifications for volunteer positions and for selecting, training and supervising volunteers.
- B. *Volunteers who may be in a position to be with students unsupervised by staff or those who accompany students on field trips overnight must obtain all clearances including:*
 - 1. Act 34 State Police Criminal History Report
 - 2. Act 151 Child Abuse Clearance Statement
 - 3. Act 114 FBI Federal Criminal History Report
 - 4. Tuberculosis Test
- C. Volunteers who have direct contact with students for more than ten (10) hours a week shall submit the results of a tuberculosis exam.
- D. Continuing volunteers do not need to renew their clearances every year. A volunteer has the affirmative obligation to notify the District if they are arrested or convicted of a crime.
- E. Volunteers may not assume the responsibilities of District staff, but may provide assistance when under the direction of a staff member and with the permission of the administrator.
- F. Volunteers shall not administer or enforce discipline upon students.
- G. Except in the case of an emergency, volunteers shall not administer first aid or medication to students.

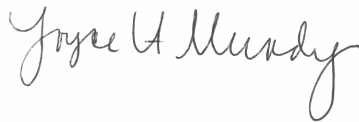
- H. Except as specifically authorized by Administration on a case by case basis, volunteers shall not operate any motor vehicles owned by the School District, nor shall they transport students as part of any School District program or activity.
- I. All volunteers shall maintain confidentiality in working with students, staff and all privileged information in the school.

B. PRACTICAL EXAMPLES

- Kindergarten trip to the Pumpkin Patch—Chaperone volunteers are not alone with students. Clearances not needed. TB Test not needed.
- Father-Daughter Dance—Chaperone volunteers and Fathers with their daughters are not alone with students. Clearances not needed. TB Test not needed.
- Community member helper in the library three (3) times-a-week throughout the year--TB Test documentation needed. No other clearances required.
- Parent reads twice-a-week to students under the supervision of the classroom teacher--TB Test documentation needed. No other clearances required.
- Parent helps out at recess-- not alone with students. TB Test documentation needed. No other clearances required.
- First Grade Trip to Philadelphia Zoo—Where the Zoo requires one chaperone per four (4) students, where the teacher supervises let's say six groups with the itinerary with a structured format with directions and timeline of the Reptile House, the Bird House, the Monkey House, etc., chaperones **are not alone** with students. –Clearances not required. If however, the teacher is not supervising the groups and you know for a fact that the chaperone **is alone** with students, then clearances are required.
- Fifth Grade Trip to Constitution Center—If chaperones are alone with groups of students, clearances are required. If on the other hand there is a structured format of the tour activity and the teacher is supervising the groups, chaperones are not alone with students, then Clearances are not required.
- When in doubt, check with the building principal.

Once again, thank you for your invaluable involvement which enriches our program overall. Thank you for your support.

Sincerely,



Joyce A. Mundy
Assistant Superintendent of Education

CLEARANCES---REQUIRED BY CSD POLICY

> ACT 34 (CRIMINAL HISTORY CHECK) Act 34 of 1985, Section 8.2 of the PA Public School Code

School entities shall require a Pennsylvania State Police criminal history background check prior to hiring an applicant or accepting the services of a contractor, if the applicant, contractor or contractor's employees would have direct contact with children. The criminal history background check may not be more than one year old at the time of employment or engagement of contracted services. Application form available upon request. [Criminal history checks can also be obtained on line at epatch.state.pa.us for an additional fee.]

> ACT 151 (CHILD ABUSE CLEARANCE) Child Protective Services Law, as amended by Act 151 of 1994, Subchapter C.2, Background Checks for Employment in Schools, Section 6354

Each applicant must submit an official clearance statement obtained from the Pennsylvania Department of Public Welfare within the immediately preceding year as to whether the applicant is named as a perpetrator of an indicated or a founded report or is named as the individual responsible for injury or abuse in an indicated report for the school employee or a founded report for school employee. The child abuse clearance may not be more than one year old at the time of employment or engagement of contracted services. Application form available at www.dpw.state.pa.us

> ACT 114 (FBI FEDERAL CRIMINAL HISTORY RECORD) Act 114 of 2006, Section 111 of the PA Public School Code, amended effective April 1, 2007

Every employee hired on or after April 1, 2007 is required to provide the Federal Criminal History Record. The Federal Criminal History Record cannot be more than one year old at the time of employment or engagement of contracted services. The process for obtaining a fingerprint-based background check follows:

- Applicant must register prior to going to fingerprint site; registration is available online www.pa.cogentid.com; telephone registration is available at 1-888-439-2486.
- Applicant will pay a fee of \$33.00; payment can be made online at www.pa.cogentid.com using a credit card or debit card; money orders or cashiers checks payable to Cogent Systems will be accepted on site; **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.**
- If applicant requests a paper copy of report, that will cost an additional \$2.50 (paper copy will not be regarded as the official report).
- Check website for location of fingerprint sites and days and hours of operation
- www.pa.cogentid.com.
- Identification required at time of fingerprinting; select Pennsylvania Department of Education from list of approved ID types available on Cogent Systems' website www.pa.cogentid.com. Applicants will not be processed without acceptable photo ID.
- Applicant will be given a **REGISTRATION ID NUMBER** when they complete their application.
- **Applicant must present this REGISTRATION ID NUMBER to hiring entity in order for hiring entity to access the report via the electronic system.**

THEREFORE, IN COMPLIANCE WITH STATE LAW, ALL CLEARANCES (ACT 34, ACT 151 AND THE FBI HISTORY REPORT) MUST BE OBTAINED IN ORDER TO BE AN EMPLOYEE OF OR VOLUNTEER IN THE CENTENNIAL SCHOOL DISTRICT.