



Keystone Oaks School District

Volunteer Clearances Packet

Pennsylvania laws now require anyone who volunteers their time in a school district to have the following clearances: State Police Clearance (Act 34), Child Abuse Clearance (Act 151) and the FBI Clearance (fingerprinting). This law went into effect on July 1, 2015 and also requires that volunteers renew their clearances every 60 months (5 years).

The Keystone Oaks School District values the thousands of hours that parents and other members of the community volunteer at sporting events, on field trips and in the classroom. In accordance with this new state law, Keystone Oaks School District has changed its practices regarding the way that volunteers are permitted to assist with events and activities involving Keystone Oaks students.

Anyone who wishes to volunteer their time for any activity associated with the Keystone Oaks School District is required to have current copies of the State Police Clearance, Child Abuse Clearance and FBI Clearance (or signed Volunteer Clearance Exception Disclosure Statement) on file in the District's Personnel Office. The State Police Clearance and Child Abuse Clearance are **free** for volunteers and can often be obtained in as little as one business day.

Volunteers are required to pay for the cost of the FBI Fingerprinting Clearance (if needed). Instructions on applying for the clearances are included in this packet.

Please read the following instructions carefully:

1. Please fill out the attached ***Volunteer Clearances Form***.
2. Apply for the required clearances/sign the Disclosure Statement Application for Volunteers. See instructions in this packet.
3. Beginning May 17, 2016, anyone who submits the paperwork required to volunteer must also sign off that they have received and read Policy 916: Volunteers and Chaperones.
4. Once you have received the clearances/disclosure statement, please send copies, along with the Volunteer Clearances Form **in a sealed envelope** to Athletic Director Mark Elphinstone or Personnel Secretary Karen Wong. Clearances may be dropped off at the District offices Monday—Friday, between 8 a.m. and 4 p.m. or may be mailed to:
Keystone Oaks School District
Attn: Mrs. Karen Wong or Mr. Mark Elphinstone (Volunteer Clearances)
1000 Kelton Avenue
Pittsburgh PA 15216
5. Once the clearances are verified and on file in the Keystone Oaks School District Personnel Office, you will receive an e-mail that you are an approved volunteer.

Additionally, at each event where volunteers are present, a Keystone Oaks employee and/or designated volunteer (booster president, for example) will have a list of all approved volunteers. Any volunteer who has not been approved by the District will not be permitted to volunteer their time at the event.

If you have any questions, please do not hesitate to contact the individuals below:

Mr. Mark Elphinstone
Athletic Director
Elphinstone@kosd.org
412-571-6046

Mrs. Karen Wong
Personnel Secretary
wong@kosd.org
412-571-6010



Keystone Oaks School District

Applying for Required Clearances

APPLYING FOR OR RENEWING YOUR CLEARANCES

Pennsylvania laws now require anyone who volunteers their time in a school district to have the following clearances: State Police Clearance (Act 34), Child Abuse Clearance (Act 151) and the FBI Clearance (fingerprinting). This law went into effect on July 1, 2015 and also requires that volunteers renew their clearances every 60 months (5 years).

To apply for or to renew your clearances, please visit the following websites:

- **State Police Clearance (Act 34):** <https://epatch.state.pa.us>
 - Go to “New Record” and follow the instructions through to the Certification Page.
 - Once the Search Results Table appears, click on the Control Number. ***Please write down the Control Number for future reference.***
 - The Record Check Details page will open.
 - Click on the “Certification Page” to access your official Clearance. The Record Check Details page is only a receipt and now acceptable as a ‘clearance.’
 - Print two copies of the Certification Pages (1 to turn in and 1 to keep for your records).

- **Child Abuse Clearance (Act 151):** <https://www.compass.state.pa.us/CWIS>
 - Click “Create a New Account.”
 - Click “Next.”
 - Create a Keystone ID (make your own) and fill in the form. Click “Finish.”
 - Check the e-mail account your registered with for a temporary password. You will receive two separate e-mails; one will contain your username (the Keystone ID you created) and one will contain your temporary password. Highlight the temporary password, right click and select “Copy.” Be sure that you have only highlighted the characters and not any extra spaces.
 - Go back to the website: <https://www.compass.state.pa.us/CWIS> and click “Login.”
 - Click “Access My Clearances.” Scroll to the bottom of the page and click “Continue.”
 - Enter your Keystone ID and Temporary Password (right click and select paste.) Click “Login.”
 - You will be prompted to choose a new password.
 - Click “Close Window” and login with your Keystone ID and new password.
 - Read the Terms & Conditions and select “I have read, fully understand and agree...” Click “Next.”
 - Click “Continue” on the bottom right hand side of the page.
 - Click “Create Clearance Application.”
 - Read through the instructions and ensure you have the information required in the “Information You Will Need” section.
 - Follow the instructions provided to complete the application. Pay the \$10 application fee with a credit or debit card.
 - Once completed, if no record is found, a letter will be generated that contains a Clearance ID number. Please print this letter and provide an original copy.



Keystone Oaks School District

Applying for Required Clearances, continued

APPLYING FOR OR RENEWING YOUR CLEARANCES, continued

- FBI Clearance (Fingerprinting): <https://uenroll.identogo.com>. *This is only required if you are applying for an unpaid position **AND** have lived outside of the Commonwealth of Pennsylvania in the past 10 years.*
 - Register with Identogo at the website listed above.
 - Enter the service code **1KG6Y3** .
 - Follow the instructions to pre-enroll.
 - Once you are pre-enrolled, bring your photo ID and service confirmation receipt to a fingerprint location. You can find locations at <https://identogo.com/locations>.
 - Payment will be made at the fingerprint location.
 - Once you have registered AND have had your prints scanned, please return your receipt and registration ID number (UE ID number) to wong@kosd.org.

OR

- Signed Disclosure Statement Application for Volunteers. See enclosed document.
 - Volunteers are applying for an unpaid position AND have been a continuous resident of the Commonwealth of Pennsylvania for the past 10 years.
 - Must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense that would preclude them from volunteering (see Disclosure Statement).

For questions about applying for the clearances, please contact:

Mrs. Karen Wong, Personnel Secretary
wong@kosd.org
412-571-6010

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm 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.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

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 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 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
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)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____



Keystone Oaks School District

Volunteer Clearances Form

Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Please select which organizations you are a member of and/or volunteer your time for:

Athletic Organizations:

- Varsity Boys Basketball
- Varsity Girls Basketball
- Baseball
- Cheerleading
- Cross Country
- Dance Team
- Varsity Football
- Golf

- Varsity Boys Soccer
- Varsity Girls Soccer
- Softball
- Swimming & Diving (Boys & Girls)
- Tennis
- Track & Field
- Varsity Boys Volleyball
- Varsity Girls Volleyball
- Wrestling

School Groups

- Aiken Elementary PFO
- Dormont Elementary PFO
- Myrtle Elementary PFO
- Middle School PFO
- Marching Band Boosters
- Other, please specify:

Please select one of the following:

- By checking this box, and by signing below, I understand that I am to provide the Keystone Oaks School District with copies of the required clearances (or signed Volunteer Clearance Exception Disclosure Statement) in order to be able to volunteer for any District event or activity. I understand that it is my responsibility to pay for all required clearances. Upon providing the District with copies of my clearances, I will receive an email confirming my status as an approved volunteer.
- I **do not wish to provide the Keystone Oaks School District with copies of the required clearances** and, therefore, understand that I will not be permitted to volunteer my time for any organization sponsored by or affiliated with the Keystone Oaks School District.

By signing this form, I am also indicating that I have received and have read Policy 916: Volunteers & Chaperones.

Signature

Date

Please return this Form, along with copies of your clearances/disclosure statement to:

**Keystone Oaks School District
Attn: Mrs. Karen Wong or Mr. Mark Elphinstone (Volunteer Clearances)
1000 Kelton Avenue
Pittsburgh, PA 15216**

You may also hand-delivery the documents to the District office, 1000 Kelton Avenue, Monday-Friday, 7:30 am to 3:30 pm

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 916

Section COMMUNITY

Title VOLUNTEERS/CHAPERONES

Adopted APRIL 19, 1999

Revised MAY 17, 2016;
SEPTEMBER 27, 2012;
OCTOBER 20, 2011;
MARCH 17, 2001

POLICY NO. 916 VOLUNTEERS/CHAPERONES		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that community volunteers can make many valuable contributions to the District and its students. However, the Board also recognizes its obligation to use reasonable efforts to create a safe learning and teaching environment for students and staff members, and to protect District facilities and equipment. Thus, the Board endorses and encourages the use of volunteers in the operation of District programs, subject to legal requirements and administrative procedures.</p>	SC 510
Section 2	<p><u>Definitions</u></p> <p>Adult – an individual eighteen (18) years of age or older.</p> <p>Certifications – refers to 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.</p> <p>Direct contact – the care, supervision, guidance or control of children and routine interaction with children.</p>	<p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6344, 6344.2</p> <p>23 Pa. C.S.A. Sec. 6303</p>

**POLICY NO. 916
VOLUNTEERS/CHAPERONES**

Routine interaction – regular and repeated contact that is integral to a person’s volunteer responsibilities.

23 Pa. C.S.A.
Sec. 6303

Volunteer – any adult individual who voluntarily provides services without receiving compensation from the District who does any of the following:

23 Pa. C.S.A.
Sec. 6344.2

1. Is working under the supervision of and in direct contact or close proximity of a School District employee while performing his/her volunteer service.
2. Does not provide direct services to students or have unsupervised contact with students.
3. Is reasonably likely to have direct contact with students while performing his/her volunteer services with or without direct supervision of a School District employee.
4. Directly supervises or instructs students engaged in an activity or may, from time to time, be reasonably expected to have unsupervised contact with students.

Chaperones – adult individuals who accompany a school group on a school sponsored activity, who may assume supervisory responsibilities for some or all of the children in attendance.

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/chaperone for purposes of this policy.

Pol. 907

**POLICY NO. 916
VOLUNTEERS/CHAPERONES**

Section 3

Guidelines

Supervision of volunteers/chaperones shall be the responsibility of the building principal, classroom teacher, coach, or activity sponsor.

All volunteers/chaperones shall follow the “visitors’ procedures” as established for the specific building in which the volunteer/chaperone will serve.

1. Any person wishing to serve as a volunteer/chaperone within the School District must be registered by the Personnel Office prior to participating as a volunteer/chaperone.
2. Each year, the Personnel Office shall maintain, and share with the Building Principals and Athletic Director, a roster of such registered volunteers/chaperones. Said roster shall be revised as needed, to add or delete names of registered volunteers/chaperones.
3. All volunteers and chaperones must submit clearances as of July 1, 2015. This is in compliance with Act 158 signed into law on October 22, 2015. The clearances will remain on file in the Personnel Office and will be good for the number of years as identified by the law.
4. All required clearances shall be provided in the form and manner proscribed by the law and must not be dated more than one (1) year prior to the date of the school’s approval of the volunteer/chaperone. The cost to procure the clearances shall be the responsibility of the volunteer and chaperone.
5. The responsibility to keep clearances updated rests upon the volunteer or chaperone.

**POLICY NO. 916
VOLUNTEERS/CHAPERONES**

Certifications

The following certifications are to be submitted to the Personnel Office by the individual being permitted to volunteer:

- | | |
|---|---|
| 1. PA State Police Criminal History Certification | 23 Pa. C.S.A.
Sec. 6344.2 |
| 2. PA Child Abuse History Certification | 23 Pa. C.S.A.
Sec. 6344.4 |
| 3. Federal Criminal History Report or Affidavit if volunteer has lived in the Commonwealth of PA for at least the last 10 years. | 23 Pa. C.S.A.
Sec. 6344.2 |
| 4. 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. | 23 Pa. C.S.A.
Sec. 6344, 6344.2,
6344.3 |

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.	23 Pa. C.S.A. Sec. 6344.2
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Confidentiality

No volunteer/chaperone shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer/chaperone to fulfill his/her responsibilities. Volunteers/chaperones 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/chaperone has questions about the confidentiality of student information, the volunteer should consult with the building principal.	Pol. 216
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**POLICY NO. 916
VOLUNTEERS/CHAPERONES**

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.

SC 1418
Title 28 Sec. 23.44

Arrest Or Conviction Reporting Requirements

Volunteers/chaperones 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/chaperone has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

23 Pa. C.S.A.
Sec. 6344.3

The Superintendent or designee shall immediately require a volunteer/chaperone 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.

23 Pa. C.S.A.
Sec. 6344.3

Failure to accurately report such occurrences may subject the volunteer/chaperone to disciplinary action up to and including denial of volunteer service and criminal prosecution.

23 Pa. C.S.A.
Sec. 6344.3

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, verbally or in writing, to the building principal or the Supervisor of Pupil Services who will guide the volunteer in the proper reporting procedures in accordance with applicable law, Board policy, and administrative regulations.

23 Pa. C.S.A.
Sec. 6311
Pol. 806

Acknowledgement

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

**POLICY NO. 916
VOLUNTEERS/CHAPERONES**

Section 4

Delegation of Responsibility

The Personnel Office, under the supervision of the Superintendent, will keep an updated log of volunteers/chaperones.

The Building Principals and Athletic Director are responsible for monitoring volunteer logs. One member from each volunteer organization will also be responsible to monitor the volunteer log and report any issues to the Building Principals and/or Athletic Director.

At the discretion of the Superintendent or designee, a volunteer's/chaperone's service may be discontinued at any time.

References:

School Code – 24 P.S. Sec. 510, 1418

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

State Department of Health Regulations – 28 PA Code Sec. 23.44

Board Policy – 216, 806, 907