

No. 139

SECTION: PROGRAMS

TITLE: Volunteer
Certifications

ADOPTED: March 10, 2008

REVISED: May 5, 2015

REVISED: November 13, 2017

CATASAUQUA AREA SCHOOL DISTRICT

139. VOLUNTEER CERTIFICATIONS		1
1. Purpose	The Board desires and appreciates the services of volunteers from the community to assist with various curricular and extracurricular programs, such as volunteer coaches, advisors, assistants, and chaperones. Many of these volunteers come in contact with our students. The Board hereby revises its policy for background checks and certifications for volunteers to conform to recent changes in the law.	2 3 4 5 6 7 8
2. Requirements	No person shall be permitted to volunteer to assist any School District curricular or extracurricular program in any capacity (regardless of whether he/she is expected to have direct volunteer contact or routine interaction with children) unless the person is a resident of Pennsylvania and shall have obtained and submitted to the Administration:	9 10 11 12 13 14
23 PA. CONS. STAT. §§ 6344(b), 6344.2(b)	1. A report of criminal history record information from the Pennsylvania State Police, or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to the person. Such criminal history record information shall be limited to that which is disseminated pursuant to 18 PA. CONS. STAT. § 9121(b)(2).	15 16 17 18 19 20
23 PA. CONS. STAT. §§ 6344(c)(1), 6344.2(b.1)(2)	2. A certification from the Pennsylvania Department of Human Services under 23 PA. CONS. STAT. § 6344(b)(2) as to whether the person is named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report. The certification must not indicate that the person is named in the Statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding the Department's verification/certification.	21 22 23 24 25 26 27 28 29
	3. A report of Federal criminal history record information. The person shall submit a full set of fingerprints to the Pennsylvania State Police for the purpose of a record check, and the Pennsylvania State Police or its authorized agent shall submit the fingerprints to the Federal Bureau of Investigation for the purpose of verifying the identity of the person and obtaining a current record of any criminal arrests and convictions.	30 31 32 33 34 35 36

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23 PA. CONS. STAT. § 6344.2(b.1)(1)	However, the current report of Federal criminal history record information shall not be required if the position the person is applying for is unpaid, the person has been a resident of Pennsylvania during the entirety of the previous ten-year period (or if, after establishing residency in Pennsylvania during the previous ten-year period, the person obtained a report of Federal criminal history record information and now provides a copy of that report to the Administration, even though it is older than 60 months).	1 2 3 4 5 6 7 8 9 10 11
23 PA. CONS. STAT. § 6344.3(f)(2)	4. A written affidavit in which the person swears or affirms that he/she is not disqualified from service under 23 PA. CONS. STAT. § 6344(c) or has not been convicted of an offense similar in nature to those crimes listed in 23 PA. CONS. STAT. § 6344(c) 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 the Commonwealth of Pennsylvania.	12 13 14 15 16 17 18 19 20
23 PA. CONS. STAT. §§ 6344.3(f)(1), 6344	The reports and certifications in paragraphs 1 through 3 above must be dated within five years of their submission to the District.	21 22 23 24 25
23 PA. CONS. STAT. §§ 6344(c)(2), (3), 6344.2(b.1)(2)	The criminal history record information so obtained and submitted may not indicate that the person: A. has been convicted of one or more of the offenses under the Pennsylvania Crimes Code listed in 23 PA. CONS. STAT. § 6344(c)(2) or an equivalent crime under Federal law or the law of another state; or B. has been convicted of a felony offense under the Act of April 14, 1972 (Pa. Laws 233, No. 64), known as The Controlled Substance, Drug, Device, and Cosmetic Act, committed within the five-year period immediately preceding the verification/criminal history record information report.	26 27 28 29 30 31 32 33 34 35 36 37 38
23 PA. CONS. STAT. § 6344.2(b.1)(3)	Notwithstanding the preceding provisions of this Policy, an individual who is currently enrolled as a student in a District school may serve as a volunteer for an event sponsored by that school which occurs on school grounds without obtaining and submitting the reports, certifications, and affidavits described above, so long as the individual is not responsible for another child’s welfare and the event is not for children who are in the care of a child-care service.	39 40 41 42 43 44 45
23 PA. CONS. STAT. § 6344(n)	The School District shall provide for the confidentiality of the information so obtained from volunteers in accordance with the Child Protective Services Law, 23 PA. CONS. STAT. § 6301 <i>et seq.</i>	46 47 48 49

<p>23 PA. CONS. STAT. § 6344.4</p>	<p>Policy #139 – Volunteer Certifications</p> <p>After a person has first provided the required certifications to the Administration, the person may serve as a volunteer thereafter in that year (July 1 to June 30) and each succeeding year without providing new or updated certifications until the earliest of the following:</p> <ul style="list-style-type: none"> a. The Administration, in its sole discretion, requests the person to provide new certifications; b. After the year in which the person last provided the certifications to the Administration, there is a year (July 1 to June 30) during which the person does not serve as a School District volunteer at any time; c. The date which is 60 months after the date of the most recently submitted report under paragraph 1 above; d. The date which is 60 months after the date of the most recently submitted certification under paragraph 2 above; or e. The date which is 60 months after the date of the most recently submitted report or written affidavit under paragraph 3 above. <p>In any of those situations, the person may not serve as a volunteer thereafter until the person obtains and submits to the Administration new and current reports and certifications described in paragraphs 1, 2, and 3 above.</p> <p>The School District will reimburse the volunteer for the cost of obtaining certifications under this policy, <i>provided</i> that the certifications are dated within sixty (60) calendar days before the date submitted to the School District. Prospective volunteers shall be made aware of the state program for obtaining certain of the required certifications for free under 23 PA. CONS. STAT. § 6344.2(g).</p> <p>Each volunteer must also complete at least three (3) hours of training relating to recognizing and reporting child abuse provided pursuant to—</p> <ul style="list-style-type: none"> i. 23 PA. CONS. STAT. § 6383 and approved by the Pennsylvania Department of Human Services (including, but not limited to, the free web-based training at www.reportabusepa.pitt.edu); and/or ii. Section 1205.6 of the Public School Code, 24 PA. STAT. ANN. § 12-1205.6, and approved by the Pennsylvania Department of Education in consultation with the Department of Human Services, <p>and provide certification of such training to Administration by the date they commence service as a volunteer. After submitting the initial training certification, the volunteer must complete an additional three (3) hours of such training every five (5) years and submit certification of such training to</p>	<p>Page 3</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49</p>
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<p>23 PA. CONS. STAT. § 6344.3(g)(1)</p>	<p>Policy #139 – Volunteer Certifications Page 4</p>	<p>1 2</p>
	<p>Administration. No person may serve as a volunteer if his/her most recently-submitted training certification is more than five (5) years old.</p>	<p>3 4</p>
<p>The School District will inform each volunteer that in the event he/she is arrested for or convicted of an offense that would constitute grounds for denying participation in a School District program, activity, or service, or is named as a perpetrator in a founded or indicated report, he/she must provide Administration with written notice of the same not later than 72 hours after the arrest, conviction, or notice that the person has been listed as a perpetrator in the Statewide database.</p>	<p>5 6 7 8 9 10 11 12 13</p>	
<p><i>See also</i> Policy 806 regarding reporting by volunteers of incidents of child abuse.</p>	<p>14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48</p>	