

NORTHAMPTON AREA SCHOOL DISTRICT PROCEDURES MANUAL

No. 916

Section: Community

Title: School Volunteers

SCHOOL VOLUNTEERS

Volunteers are welcome to offer their time and service to the school, directly through the school principal, or through the school PTA or athletic/activity Booster Club. **Volunteers for District/school sponsored events must be NASD Board approved and must comply with School District policies and procedures requiring criminal history check clearances and TB (tine) tests.** All volunteers for District/school sponsored events will submit to an identification scan through the school RAPTOR system. A driver's license or state or military ID is eligible for raptor scanning.

Volunteer names, clearances and TB test results should be submitted directly to the Office of the Assistant Superintendent. Pennsylvania law now requires that all volunteers obtain the following background checks every sixty (60) months:

1. Criminal History Record Information obtained from the PA State Police - Act 34 (Fee Waived)
2. Child Abuse Clearance obtained through the PA Department of Public Welfare (now known as the Department of Human Services) certifying if the applicant 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 indicated report" of child abuse - Act 151 (Fee Waived)
3. Federal Criminal History Record Information obtained by submitting a full set of fingerprints to the PA State Police or its authorized agent for submission to the Federal Bureau of Investigation "for the purpose of verifying the identity of the applicant and obtaining a current record of any criminal arrests and convictions" - Act 114 (\$27.00 Fee)

If a volunteer has lived in PA consistently for ten years, and will NEVER be alone with students, they will be exempted from the Federal Criminal History Record Information check (#3 above). This category of volunteer will affirm in writing (Confidentiality/FBI Exemption Form) that they are not disqualified from service and have not been convicted of a similar offense in another jurisdiction. The Confidentiality/FBI Exemption Form is specifically for volunteers who will never have the opportunity to be alone with students.

School Day Field Trips

Volunteers who attend school day field trips and overnight trips MUST obtain ALL three clearances. When on field trips, volunteers often take small groups and separate from the teachers present when at the trip site. It is also possible that volunteers would be in the same restrooms as students without a teacher present. That is why the Act 114 FBI fingerprint clearance is **REQUIRED**.

4. The TB test only needs to be submitted one time but cannot be older than three (3) months when initially submitted.

VOLUNTEER PROCEDURE FOR BOARD APPROVAL

(Building administrators are ultimately responsible for the strict adherence to Policy 916.)

To acquire the required clearances:

- 1) Visit the District website: www.nasdschools.org**
- 2) Community Link at Top of Page**
- 3) Follow Procedure under Volunteer Information**

(If you have any questions, please contact the Office of the Assistant Superintendent 610-262-7811 x 20021.)

CLASSROOM, SCHOOL, OR DISTRICT VOLUNTEERS

1. People who have "Routine and/or Direct Contact with Children" MUST acquire/submit the following:
 - a. Volunteer Registration Form
 - b. Copies of Clearances - Act 34, Act 151, Act 114
 - c. TB Test (No older than three (3) months)
 - d. Confidentiality/FBI Exemption Form - If Applicable (Will never be alone with students)
2. Submit complete packets ONLY (a. - d. above), clearly labeled per individual volunteer and building. Send to attention of Assistant Superintendent, District Administration, for Board approval.
 - a. **All packets MUST be received in the Office of the Assistant Superintendent by the Thursday prior to a Board meeting in order to be submitted for approval. If it is not received by that Thursday, it will be held for approval at the next Board meeting.**
 - b. **Incomplete packets will be held until all paperwork is received.**
 - c. New volunteers, with completed packets, will be placed on the agenda for the next upcoming Board meeting.
 - d. An updated master volunteer list will be sent to building secretaries the day following a Board meeting.
3. Buildings must maintain listing of Approved Classroom Volunteers as provided by District Administration.
 - a. All Volunteers will still be checked through the building RAPTOR system. They are to be coded as "Volunteer" on the ID Badge.
 - b. No one should be helping out or assisting on a regular basis unless they are on the Board-Approved listing.

CHAPERONES ON SCHOOL DAY FIELD TRIPS

Chaperones on school day field trips MUST acquire/submit **ALL** clearances.

ONE TIME EVENT CLASSROOM VISITORS AND SCHOOL HELPERS

A person who intends to offer their service at a one-time District/school sponsored event may be exempt from obtaining clearances. All visitors to District/school sponsored events during hours school is in session will submit to a RAPTOR ID scan and clearly display the VISTOR badge. This person will not be responsible for supervision of students. Examples of such events may include running a concession at the Elementary Field Day, serving at a Breakfast for Mom/Dad event, Career Day, Veterans' Day, Dr. Seuss Reader, Fundraising, Counters for Boxtops, Counting Money, etc. These helpers go through RAPTOR as "Visitors" and are coded as such on the ID Badge.

BOARD APPROVAL REQUIRED

All volunteers must be Board approved. Board meetings are held on the second and fourth Mondays of every month. Check the District website for Board meeting dates.

Under Section 6344.2(b), an employer who intentionally fails to require the submissions for clearances before hiring the volunteer commits a misdemeanor of the third degree.

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