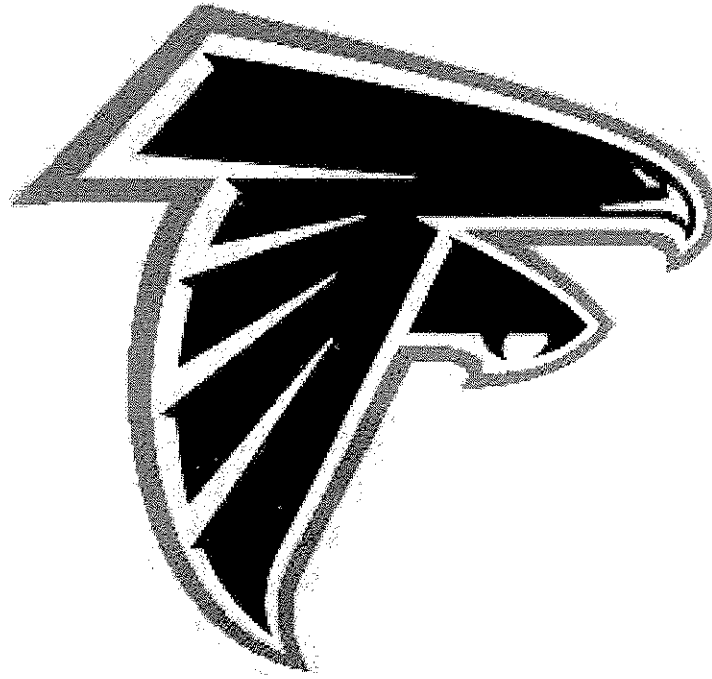


Cornwall-Lebanon School District

The Cornwall-Lebanon School District exists to empower students to reach their individual potential.



VOLUNTEER HANDBOOK

Welcome and thank you for volunteering your services to the students and staff of Cornwall-Lebanon School District.

September 28, 2017

Definition of a Volunteer

An individual in or seeking to be placed in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.

This includes persons with direct or regular contact with children through any school-sponsored program, activity, event or service. This includes, but is not limited to, school-sponsored youth programs, recreational programs, sports or athletic programs, outreach programs, enrichment programs, clubs, or similar organizations, and similar programs or events conducted on district property.

A Volunteer for purposes of this definition includes coaches, mentors or advisors who volunteer with any of the district interscholastic athletic teams and musical performance groups.

A Volunteer must be at least eighteen (18) years of age.

A Volunteer will be placed into one of the following categories:

1. Long-term Volunteer – A Volunteer who will or is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by a school district employee. Direct contact time may include, but is not limited to, coaching and/or assisting with an athletic team or musical performing group, or advising an extracurricular activity, or providing supplemental assistance to a student. Long-term Volunteers must be approved by the Board of School Directors.
2. Short-term Volunteer – A Volunteer who will or is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by a school district employee, for a limited scope or amount of time. Short-term Volunteers may include, but are not limited to, daily classroom, library or office assistant and/or assisting with classroom or building special events. Short-term Volunteers must be approved by the Superintendent or designee.
3. Supervised Volunteer – A Supervised Volunteer is in direct contact with or close proximity to a school district employee while performing his/her volunteer service and there is NO time when the volunteer is alone with a student or in a secluded, isolated or remote area with a student without a school district employee being present. Supervised Volunteers may include, but are not limited to, chaperones for single day field-trips, holiday parties, clerical assistance with no direct contact, PTO fundraisers (fairs), school-wide activities, booster clubs (after school), and events open to the public. Supervised volunteers must be approved by the Building Principal.

How to Become a Volunteer

In order to comply with regulations set forth by the Pennsylvania Department of Health and the Child Protective Services Law and School Law, anyone who will be serving as a long-term or short-term Volunteer for the Cornwall-Lebanon School District must submit completed clearances to the School District prior to serving as a volunteer.

Checklist

- Pennsylvania Child Abuse Clearance
- Pennsylvania State Police Clearance
- FBI Clearance or Exemption from FBI Clearance Form
- Arrest/Conviction Report and Certification Form
- Tuberculin Skin Test results
- Mandated Reporter Training
- Volunteer Agreement

When all forms are complete, they may be submitted to the Educational Service Center either:

1. In person
2. Emailed to: background@clsd.k12.pa.us
3. Mailed to: Cornwall-Lebanon School District
Volunteer Background Checks
105 East Evergreen Road
Lebanon, PA 17042

1. Background Clearances

Volunteers will need background clearances if they will be involved directly with the care, supervision, guidance or control of children, or will have routine interaction with children while in a district school or on district grounds.

i. Pennsylvania Child Abuse Clearance

- Link to electronic form: <https://www.compass.state.pa.us/CWIS>
- Cost - Free
- The online Child Abuse Clearance site requires you to create an account and submit your request electronically. The first thing you will do is to create a sign-on (KeystoneID). You will be asked for your Keystone ID number, this is a number that you create for yourself. Results will be emailed/mailed (your choice when registering) to you within 14 days of submission. You also have the option of completing this process using a paper application and U.S. mail. Forms are available at the Educational Service Center (District office).
- If you have your Child Abuse History Certification from another organization that was obtained less than one year from the current date, you may submit this document in lieu of completing a new application (provided the reason for the request indicated "School Employee or Volunteer").
- For questions related to the Pennsylvania Child Abuse History Certification, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

ii. Pennsylvania State Police Clearance

- Link: <https://epatch.state.pa.us/Home.jsp>
- Cost - Free
- The State Police clearance is available online and you will get an instant response showing "no record", if you do not have a record.
- Please select "Volunteer" as the Reason for Request. At the end of the process, you will need to print the certification form. If you do not print or save the certification form, the state will require you to submit a new request and charge you an additional processing fee of \$10.00.
- If you have your Pennsylvania State Police clearance from another organization that was obtained less than one year from the current date, you may submit this document in lieu of completing a new application (provided the reason for the request indicated "Employment or Volunteer").
- You also have the option of completing this process using a paper application and U.S. mail. Forms are available at the Educational Service Center (District Office).
- If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

iii. FBI Clearance

If you have been a continuous resident of Pennsylvania for the past 10 years, you must submit the 'Exemption from FBI Clearance' form. This is a sworn/affirm written statement that must be completed and witnessed (not notarized). This form is attached if needed.

If you have not been a continuous resident of Pennsylvania for the past 10 years, you must complete the FBI Fingerprinting process as follows

- Link: www.identogo.com/locations
- Cost \$27.00

The FBI Clearance requires that you register only to be fingerprinted. Once you have completed the registration process, you go to a Cogent fingerprinting site for the fingerprinting process (locations can be found on the Cogent website). At the conclusion of the fingerprinting process, you will be given a tracking number. The tracking number must be submitted to the School District. The School District will pull your results from the Cogent website and review it.

2. Arrest Conviction Report and Certification Form – Attached

3. Tuberculin Skin test

Volunteers shall provide to the District Office a form, completed and signed by the Physician or Cornwall Lebanon School District Nurse responsible for the performance of the test indicating test results.

- Tuberculin skin tests may be given by your local healthcare provider or by a school nurse by appointment when school is in session.
- Persons who have had a TB test within the last three (3) months may present documentation in lieu of having another test taken.

- Volunteers who have a significant tuberculin skin test reaction, a negative chest X-ray and a statement from the physician indicating that they are free from infectious tuberculosis are not required to have further tuberculosis tests unless one of the following occurs:
 1. They are exposed to an active case of tuberculosis.
 2. They develop a productive cough which does not respond to usual medical treatment within 14 days.

4. Act 126 Mandated Reporter Training – Recognizing and Reporting Child Abuse

Training can be completed online at www.reportabusepa.pitt.edu OR by attending one of the in-person training sessions offered by the District. The online training takes approximately three (3) hours to complete. It should be noted that individuals do not need to complete the training during one single period of time. Therefore, the system is designed to allow you the option of completing the training over multiple periods of time.

- To access the three-hour Mandated Reporter course, please go to www.reportabusepa.pitt.edu and click on the registration link (top left of the screen) to submit your personal information and receive your log-in credentials. You will then be able to access the site and take the training. You will have the option to print your certificate upon completion of the course. Provide a copy of the certificate to Cornwall-Lebanon School District.

If you experience any technical issues, please contact the www.reportabusepa.pitt.edu helpdesk at (717) 795-9048, and ask for Jonathan Frock or Carol Schrub. They will be able to assist you between the hours of 8 a.m. and 4 p.m.

5. Volunteer Agreement - Attached

Additional Information:

- *Volunteers are required to update their certifications as indicated below.*

Pennsylvania Child Abuse History Certifications (Every 5 years)
Pennsylvania State Police Criminal Record Check (Every 5 years)
FBI Clearance (Every 5 years)
Mandated Reporter Training Certification (Every 5 Years)

- *From the Department of Human Services:*
Can an agency or organization institute additional standards?
Yes, nothing prohibits an organization or person responsible for a program, activity or service from requiring establishing additional standards.

Volunteer Guidelines

We greatly appreciate the volunteers and chaperones who provide assistance to students and teachers through their participation in classroom support as well as special events and activities. Volunteers are essential to the success of students.

General Guidelines

1. Please wear your Volunteer badge at all times while volunteering.
2. Remember to sign in and out in the office.
3. We expect visitors/volunteers to follow the school dress code as stipulated in the Student Handbook, found on each school's website.
4. Volunteers shall respect cultural differences.
5. Volunteers must avoid promoting commercial products, religious doctrines or beliefs.
6. The Cornwall Lebanon School District is a smoke-free school district.

Working with Staff

1. All Volunteers shall work under the direction of and be responsible to the teacher or coach to whom they are assigned.
2. Volunteers shall at no time assume responsibility for the complete direction and control of students. As a volunteer, you are not expected to administer discipline to children. If a child is disruptive, seek assistance from the teacher/coach.
3. If you have any questions/concerns, speak to the classroom teacher/coach to solve the problem in an efficient and professional manner. Maintain a spirit of partnership and cooperation with all staff members. Remember, if you do not know, ask. We will be glad to help you.
4. Discovery or concerns of possible physical abuse, sexual abuse and neglect should be shared with a building administrator immediately.
5. Under no circumstance should you administer medication to a child. Please refer all medication questions to the nurse.
6. Confidentiality of the student, other students and the classroom teacher must be maintained at all times. Please refrain from sharing identifying information in and out of the school setting.

Working with Students

1. Always be consistent with the specific rules and practices encouraged by the teacher/coach or supervisor.
2. Maintain your position of responsibility and authority at all times.
3. Be aware that children will model behavior they see displayed by adults, staff or volunteers.
4. Establish in the beginning how they are to address you. You may want to check with the classroom teacher/coach as to what is normally done in the school.
5. Learn names and procedures quickly.
6. Be aware of and sensitive to individual student problems, deficiencies and special needs.

VOLUNTEER AGREEMENT

Name: _____ School Year: _____

Address: _____

Email: _____ Primary Phone #: _____

Building(s)/area(s) in which you will be volunteering _____

I understand the following information regarding a volunteer position at Cornwall Lebanon School District:

1. This is not a paid position and will not become a paid position at any time during this assignment.
2. I must present a Pennsylvania State Police Clearance to the District Office that was obtained within the last year.
3. I must present a Pennsylvania Child Abuse Clearance to the District Office that was obtained with the last year.
4. I must present an FBI Fingerprint report to the district office **OR** complete the Exemption from FBI Clearance affidavit (if applicable) and present it to the District Office. Both must be less than one year old.
5. I must renew all required clearances every 60 months to be able to volunteer.
6. I must complete an Arrest/Conviction Report and Certification form.
7. If I am arrested or convicted of a crime(s) listed in school Code §111, I will report it to Cornwall Lebanon School District within 72 hours of the occurrence using the PDE-6004 form (Arrest/Conviction Report and Certification form). A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.(DHS)
8. I must complete Act 126 mandated reporter training every five (5) years.
9. I must submit Tuberculin Skin Test results completed within the past 3 months.
10. I agree to comply with the rules, regulations and policies set forth by the Cornwall Lebanon School District.
11. I have read and understand the contents of the Cornwall-Lebanon School District Student Handbook found on the District website under the individual schools.
12. I understand that while I am a volunteer, I am subject to the guidelines set forth by the Cornwall Lebanon School District policies.
13. If the Cornwall Lebanon School District feels that it is necessary to no longer use a volunteer, they may do so.
14. Each student and their family has the right to confidentiality. I understand and agree to comply with Cornwall Lebanon School District regarding confidentiality of student information and the right of privacy accorded by law to each student. I will not at any time communicate specific student information in oral or written form.

Volunteer Signature

Date

CORNWALL-LEBANON SCHOOL DISTRICT
105 East Evergreen Road
Lebanon, PA 17042

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS –
EXEMPTION FROM FBI CLEARANCE

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

Name (Print):

Address:

Phone:

Email:

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, 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 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 (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 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 a 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 a 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 clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances 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 the person responsible for employment decisions or the administrator of a program, activity of service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information 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: _____

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state 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.

By checking this box, I report that I have 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.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having 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.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ 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 2910 (relating to luring a child into a motor vehicle or structure) ▪ 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 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.