

TRINITY AREA SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

916-AR - 1. APPROVAL OF VOLUNTEERS

The District adopts the following Administrative Regulation in order to comply with the requirements of Pennsylvania's Child Protective Services Law and to address the District's interest in maintaining up to date records of all individuals serving as volunteers in the District and ensuring that volunteers are approved who will serve the best interests of the District's students.

The procedures required herein will be phased in over time. This Administrative Regulation explains the requirements that will apply at each stage of the phase-in process and thereafter.

The following clearances are required to be submitted by all prospective volunteers, by the dates listed in this letter:

1. Pennsylvania Child Abuse History Clearance (Act 151)
http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493/act_151_%28child_abuse%29_background_checks/601428
2. Pennsylvania State Police Criminal Record Check (Act 34)
http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493/act_34_background_checks/601379
3. FBI Federal Criminal History Record (Act 114)
http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493/federal_background_checks/506849

Requirements and Procedures: Remainder of the 2014-2015 school term and summer of 2015:

Individuals who the building principals can verify as having volunteered for Trinity Area in 2014 who did not previously provide clearances, will be grandfathered in until June 30, 2015, and will not be required to provide clearances during that time. However, these individuals will need to provide a written request to serve as a volunteer and up-to-date clearances (no older than thirty-six months old), and secure Board approval, in order to volunteer during the upcoming summer after June 30, 2015.

Any individual who wishes to serve as a volunteer during the remainder of the 2014-2015 school term or during the summer of 2015, who has *not yet* volunteered or provided clearances,

is required to provide a written request to serve as a volunteer and up-to-date clearances (no older than thirty-six months old) and secure Board approval prior to volunteering during the remainder of this current school term and/or the summer of 2015.

Individuals who currently have clearances on file with the District which are out-of-date (older than thirty-six (36) months old) and who the building principals can verify as having volunteered at any time in 2014, will be permitted to continue to volunteer for the remainder of the 2014-2015 school term and during the summer until June 30, 2015. However, these individuals will need to provide a written request to serve as a volunteer and up-to-date clearances (no older than thirty-six months old), and secure Board approval, in order to volunteer during the upcoming summer after June 30, 2015.

The Administration will submit the names of all interested volunteers who have provided written requests and up-to-date clearances to the Board for approval. Individuals will be notified in writing of their status as an approved volunteer, and will be permitted to begin working as a volunteer after receiving this notice.

2015-2016 school term and summer of 2016:

Starting with the 2015-2016 school term and the following summer of 2016, the District will begin implementing an annual process of volunteer requests and Board approvals of a volunteer list at the start of each school year.

All individuals who wish to be approved as volunteers for the 2015-2016 school term and summer of 2016 will need to submit a written request to be approved no later than August 1, 2015. In addition, if they have not already done so, they will need to submit up-to-date clearances (no older than thirty-six months old) no later than August 1, 2015. This includes individuals who are applying to be volunteers for the first time, those who previously volunteered in the District without clearances and were grandfathered in, or those who at that time have clearances on file with the District which are older than thirty-six (36) months.

If any individual who fits within any of the above categories has previously provided up-to-date clearances, he or she will still be required to submit a written request to serve as a volunteer, specifically for the 2015-2016 school term and the following summer of 2016.

The Administration will submit the names of all interested volunteers who have provided written requests and up-to-date clearances to the Board for approval. Individuals will be notified in writing of their status as an approved volunteer, and will be permitted to begin working as a volunteer after receiving this notice.

The District **may**, on a case-by-case basis, approve a volunteer during the 2015-2016 school term/following summer when that volunteer applies and submits clearances after the August 1 deadline. However, this is solely in the District's discretion. It is highly recommended that individuals provide the written request and any necessary clearances by August 1 2015.

Annual Approval Process In All School Terms After the 2015-2016 School Term:

The annual approval process in all school terms after 2015-2016 will mirror the procedure set forth above for 2015-2016. Specifically, as follows:

All individuals who wish to be approved as volunteers for an upcoming school term and the following summer will need to submit a written request to be approved and up-to-date clearances (no older than thirty-six months old) no later than August 1 of the school term during which they seek to volunteer. This includes individuals who are applying to be volunteers for the first time, those who previously volunteered in the District without clearances and were grandfathered in, or those who at that time have clearances on file with the District which are older than thirty-six (36) months.

If any individual who fits within any of the above categories has previously provided up-to-date clearances, he or she will still be required to submit a written request to serve as a volunteer, specifically for the school term and summer at issue.

The Administration will submit the names of all interested volunteers who have provided written requests and up-to-date clearances to the Board for approval. Individuals will be notified in writing of their status as an approved volunteer, and will be permitted to begin working as a volunteer after receiving this notice.

The District **may**, on a case-by-case basis, approve a volunteer during a school term/following summer when that volunteer applies and submits clearances after the August 1 deadline. However, this is solely in the District's discretion. It is highly recommended that individuals provide the written request and any necessary clearances by August 1 of each year.

Volunteer's Responsibility to Update Clearances:

After initially providing updated clearances by any of the dates required in this letter, **all** volunteers will be required, throughout the years(s) that they continue to serve as volunteers in the District, to again update those clearances every thirty-six months, as measured from the last date of each of the respective clearances. It will be the responsibility of the volunteer to keep track of clearance expiration dates and ensure that the District is provided with up-to-date clearances as required by law. Failure to provide an updated clearance on or before the date due will result in automatic removal of the individual from the District's database of approved volunteers; the individual will not be added back into the database unless and until the necessary updated clearance(s) are provided.

It is strongly recommended that individuals provide updated clearances along with the yearly written request to be approved as a volunteer as of August 1 of the school term in which one or more of the individual's clearances is/are scheduled to expire. If the individual does not do so at that time, again, it is his/her responsibility to submit the necessary updated clearance(s) before it/they expire, or he or she will be automatically removed from the database of volunteers.

Important Guidance:

If any individual believes he or she would like to serve as a volunteer during the 2014-2015 school term, the upcoming summer of 2015, or the 2015-2016 school term, and will need up-to-date clearances for that purpose, the District highly recommends that he/she begin the process of securing those clearances now. The new legal requirements for clearances apply to volunteers state-wide, and it is anticipated that there will soon be a flood of applications for clearances, which may delay the time frame in which a request is processed.

General Requirements: Effective Immediately

Tuberculosis Test

All prospective volunteers who will be applying to volunteer at any of the time frames listed in this AR and who, in accordance with implementation guidance issued by the Pennsylvania Department of Health, will be in direct contact with students for 10 or more hours per week, are required to undergo a tuberculosis test and submit evidence of a result of such test which would be satisfactory to permit an individual to volunteer in the District, as such satisfactory evidence is defined under 28 Pa. Code Section 23.44. Evidence of such satisfactory result must be provided as of the first date that an individual applies to be a volunteer as required herein, prior to and as a condition of being granted Board approval to serve as a volunteer in the District. When an August 1 application deadline applies, the tuberculosis test result must be submitted by August 1.

The tuberculosis test must be administered no less recently than within three months prior to the date that the physician's form related to the test is submitted to the District.

All individuals who the District can verify have volunteered previously in the District and are therefore grandfathered for a period of time with respect to providing clearances, as discussed above, but have not yet undergone a tuberculosis test, are still required to immediately undergo a tuberculosis test if they will be in direct contact with students for 10 or more hours per week, and submit satisfactory evidence of a negative result of such test, **prior to volunteering again on any date** in the District for the remainder of the 2014-2015 school term.

No prospective volunteer shall be required to submit to a tuberculosis test if he/she provides the District with a statement setting forth adequate reasons for being excused from taking the test. In such a case, an alternative method of testing shall be administered.

Only one satisfactory tuberculosis test or alternative test shall be required for every individual who volunteers at any time in the District and additional tests shall not be required as part of each application process or at any other time, **UNLESS** (1) a volunteer is exposed to a case of active tuberculosis **or** (2) a volunteer is directed otherwise by the Secretary of the Pennsylvania Department of Health to have an additional test. If either condition (1) or (2) occurs, the volunteer shall be required to have a chest X-ray and an evaluation by a physician for the presence of infectious tuberculosis.

Other Screenings and Interviews

Consistent with Policy No. 916, the District reserves the right to perform additional screenings of any or all volunteers, through the building principals or designees, prior to recommending any volunteers to the Board for approval. In addition, specific screening procedures may apply for volunteer positions associated with athletic or other extracurricular activities.

Procedure for Delivery of Clearances

All clearances must be delivered to the Personnel Secretary in Trinity Hall, which is adjacent to the high school. The Administrative staff will review clearances and will make a copy to keep in the District files. The originals will be returned to the individual who submitted them. Thereafter, the individual's name will be added to a central database of volunteers who have submitted clearances.