

REYNOLDS SCHOOL DISTRICT

531 REYNOLDS ROAD, GREENVILLE PA 16125, MERCER COUNTY



Rose Lyons
Phone: 724-646-5501
Facsimile: 724-917-2549

Criteria for Parent Volunteers Parent Volunteer/Chaperones

Act 24 Arrest Verification

Act 34 PA State Criminal Clearance or PATCH Response

Act 151 Child Abuse Clearance

Act 114 FBI Fingerprint Clearance or Registration No. for Online Verification

TB Test Report (permitted to go back 12 months)

Web Release

Emergency Calling Form

Driver's License

Thank you for your interest in becoming a volunteer. We will need the following personnel paperwork before you can be recommended as a Volunteer. **INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED.**



REYNOLDS SCHOOL DISTRICT

531 REYNOLDS ROAD, GREENVILLE PA 16125, MERCER COUNTY

Raymond C. Omer
Superintendent

Phone: 724-646-5501
Facsimile: 724-917-2549
Email: romer@reynoldssd.org

Subject: Important: Required Criminal Record Clearance for Volunteers

Dear Volunteer

As a valued volunteer with Reynolds School District, we are committed to maintaining a safe and secure environment for all participants and staff. To ensure this, we are requesting that all volunteers complete a criminal background check through the Pennsylvania State Police, also known as an "Act 34" clearance, due each year by July 1st.

How to Obtain Your Clearance:

Access the online portal:

Visit <https://epatch.pa.gov> to initiate the process.

Provide necessary details:

You will need to provide your personal information and pay a small fee (if applicable).

Submit your clearance:

Once you receive your clearance, please submit a copy to Rose Lyons at rlyons@reynoldssd.org

Important Considerations:

Compliance is mandatory:

Failure to submit a completed criminal background check by the deadline may result in the inability to continue volunteering with our organization.

Confidentiality:

All information will be handled with the utmost confidentiality and used solely for the purpose of volunteer screening.

Questions or concerns:

If you have any questions about this process, please contact Rose Lyons at 724-646-5500 x5521.

Thank you for your commitment to Reynolds School District.

Sincerely,


Raymond C. Omer
Superintendent

Volunteers/Chaperones

Recent changes in the Child Protective Services Law require all volunteers who have direct contact with students to obtain the following three clearances: A Child Abuse Clearance, a Pennsylvania State Police Criminal Background Check and an FBI Clearance. All clearances are now available electronically.

You will find the directions for obtaining the clearances below. The cost of obtaining the clearances will be your responsibility. Once you have obtained the clearances, please hand them in at the front desk in the administration office along with an email and phone number. The staff will make a copy for our records to be verified and hand you back your originals. If you have any questions about obtaining your clearances, please call Rose Lyons at 724-646-5501, Ext. 5521.

Please allow enough time for the clearances to be verified prior to the date your volunteer work is to begin.

When you hand in your clearances for verification, they must be less than 5 years old and will be valid for five years from the date of your oldest clearance. Once obtained, clearances must be renewed every 60 months. If your clearances are older than one year, the actual clearance must be handed in, a copy is not acceptable. If your FBI was done through the DPW, the original of the clearance must be seen.

Thank you for volunteering in the Reynolds School District. You are providing a valuable service to our students.

If you plan to volunteer in your child's school this year, please obtain clearances before the school year starts. This will ensure there are no delays preventing you from volunteering or chaperoning a trip during the year. **All clearances must be handed in together.**

How to obtain Clearances:

- ✓ **PA State Police CRIMINAL BACKGROUND CLEARANCE (Act 34)**

Website: epatch.pa.gov/home

Click on the yellow button that says, "New Record Check" (Volunteers Only – Cost is FREE)

Follow instructions for filling out application. There is no cost for volunteers.

After completing the application information and payment, a box will show that contains:

Control #, Name.....

Click on Control #

Click on Certification Form

Print Form - this is your background clearance

✓ **FBI Fingerprint CLEARANCE (Act 114)**

1. Register online or by phone.
 2. Online: <https://uenroll.identogo.com>
 3. Enter Service Code **1KG6XN**
 4. Click: Schedule or Manage an appointment - the top of the screen should say: "**1KG6XN**
Pennsylvania PDE-Volunteer"
 5. Fill in the information on the page and click next. Follow through completing all of the pages.
 6. On the last page you will schedule your fingerprint appointment.
 7. Payment in the amount of \$22.60 will be made at the fingerprint site by credit card, money order or check.
 8. Be sure to bring your ID with you to the fingerprint site.
 9. IDEMIA - 1-844-321-2101
-

✓ **PA CHILD ABUSE CLEARANCE (Act 151)**

The application for the Child Abuse Clearance must be completed online at the following link:

<https://www.compass.state.pa.us/CWIS/Public/Home>

You will need to create a log-in before applying. There is no cost for volunteers/chaperones. After you apply for the child abuse clearance, you will receive an email confirming your application. You will be able to obtain your child abuse clearance by logging back in and printing it, you do not need to wait for it to come in the mail.

✓ **TB TEST REPORT**

You must provide the district with a negative TB Test report that is dated within one year. This is a one-time requirement. There are various locations other than your doctor's office, such as Sharon Regional Corporate Health Services, MedExpress and UPMC Urgent Care.

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.

**PENNSYLVANIA RESIDENT
VERIFICATION FOR WAIVER OF FBI REPORT**

Name: _____

Date of Birth: _____ City/State of Birth: _____

Driver's License Number: _____

Current Address: _____

If you have lived at your current address for less than 10 years, please list all prior addresses for the past ten (10) years:

Street	State	Dates lived here:

Additional documentation of residency may be required to verify the information provided on this form.

I swear and affirm that I have been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature

Date

Print Name

**VOLUNTEER REQUEST FOR WAIVER OF
FBI – FEDERAL CRIMINAL HISTORY RECORD CHECK**

I declare under penalty of perjury that the following is true and correct:

1. I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period from the date of this document;
2. I have NEVER been named as the perpetrator of a founded report of child abuse;
3. I have NEVER been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:

a. Criminal homicide	l. Indecent exposure
b. Aggravated assault	m. Incest
c. Stalking	n. Concealing the death of a child
d. Kidnapping	o. Endangering the welfare of a child
e. Unlawful Restraint	p. Dealing in infant children
f. Rape	q. Prostitution and related offenses
g. Statutory sexual assault	r. Crimes related to obscene and other sexual materials and performances
h. Sexual assault	s. Corruption of minors
i. Involuntary deviate sexual intercourse	t. Sexual abuse of children
j. Aggravated indecent assault	
k. Indecent assault	
4. Within the 5 year period immediately preceding the date of this document, I have not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
5. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3 or 4 above 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 Pennsylvania.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature

Date

Print Name

REYNOLDS SCHOOL DISTRICT

531 REYNOLDS ROAD, GREENVILLE PA 16125, MERCER COUNTY



Phone: 724-646-5501
Facsimile: 724-917-2549

GENERAL RELEASE

I, _____, an employee of the Reynolds School District, understand that my name will be published as public directory information as well as information pertaining to the building where I am located and the position I hold.

Further, I hereby {*please check one box*} ☐ Authorize ☐ Do Not Authorize
the Reynolds School District to publish my photograph on the district website.

I release the Reynolds School District, its agents, servants, employees, officers, directors, attorneys and representatives from any and all claims of liability resulting from the use of said directory information.

IN WITNESS WHEREOF, I have set my hand on this _____ day of _____, 20_____.

Print Name

Signature

REYNOLDS SCHOOL DISTRICT

EMERGENCY CALLING SYSTEM

NAME: _____

POSITION: _____

PRIMARY PHONE NUMBER: _____

SECONDARY PHONE NUMBER: _____

PRIMARY EMAIL: _____

**PLEASE NOTIFY MRS. ROSE LYONS (724) 646-5500, EXT. 5521 IMMEDIATELY IF ANY OF
THE ABOVE INFORMATION CHANGES.**



Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Active
Adopted	August 17, 2016
Last Revised	January 18, 2023

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[\[1\]](#)

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[7\]](#)

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[\[8\]](#)

Certifications - 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.[\[9\]](#)[\[10\]](#)

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[\[8\]](#)

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[\[8\]](#)

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[\[8\]](#)

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 for purposes of this policy.[\[11\]](#)

Volunteer - an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[\[10\]](#)

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

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

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position and guest volunteers shall be submitted for approval by the Board.

Upon receipt of all required personnel documents, volunteers shall be placed on the list of approved volunteers, and thereafter be ratified by the Board.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[\[10\]](#)

2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[\[10\]](#)
3. 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.[\[9\]](#)[\[10\]](#)[\[12\]](#)

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[\[10\]](#)

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

All volunteers shall obtain and submit new certifications every sixty (60) months.[\[13\]](#)

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.[\[10\]](#)

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.[\[14\]](#)[\[15\]](#)

Arrest or Conviction Reporting Requirements

All volunteers 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 has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[12\]](#)

The Superintendent or designee shall immediately require a position volunteer 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.[\[12\]](#)

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[12\]](#)

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 in accordance with applicable law, Board policy and administrative regulations.[\[16\]](#)[\[17\]](#)

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[17][18][19][20][21]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers 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 has questions about confidentiality of student information, the volunteer should consult with the building principal.[22][23]

Legal

- [1. 24 P.S. 510](#)
- [2. 42 U.S.C. 12101 et seq](#)
- [3. 53 P.S. 6926.1903](#)
- [4. 43 P.S. 951 et seq](#)
5. Pol. 103
6. Pol. 718
7. Pol. 824
- [8. 23 Pa. C.S.A. 6303](#)
- [9. 23 Pa. C.S.A. 6344](#)
- [10. 23 Pa. C.S.A. 6344.2](#)
11. Pol. 907
- [12. 23 Pa. C.S.A. 6344.3](#)
- [13. 23 Pa. C.S.A. 6344.4](#)
- [14. 24 P.S. 1418](#)
- [15. 28 PA Code 23.44](#)
- [16. 23 Pa. C.S.A. 6311](#)
17. Pol. 806
18. Pol. 123
19. Pol. 123.2
20. Pol. 123.3
21. Pol. 805
22. Pol. 113.4
23. Pol. 216
- [23 Pa. C.S.A. 6301 et seq](#)
- [29 U.S.C. 201 et seq](#)
- [43 P.S. 333.101 et seq](#)
- [53 P.S. 6926.301 et seq](#)
- [53 P.S. 6926.1901 et seq](#)
- [72 P.S. 7301 et seq](#)
- Pol. 606

Volunteer Acknowledgement Form

I affirm that I have been provided a copy of, have read, understand, and agree to comply with this policy 916 Vol II 2022 Volunteers.

Name: _____

Date: _____

Position: _____