



# COATESVILLE AREA INTERMEDIATE HIGH SCHOOL

1425 East Lincoln Highway, Coatesville, PA 19320

Phone (610) 383-3735

*Brian M. Chengler, Principal*

*Joseph L. MacNamara Jr., Assistant Principal*

*Allison B. Shimon, Assistant Principal*

*Richard A. Mitchell Jr., Assistant Principal*

*Matthew McCain, Director of Activities, Athletics, and Compliance*

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## Volunteer Information

Thank you for your interest in volunteering at Coatesville Area Intermediate High School. Your help and support allows us to provide the best educational services for our students.

In order to provide a safe environment for our students, background clearances are mandatory for all faculty, staff and volunteers. The steps outlined here will help you get started. Clearances must be less than one year old at the time of submission. Also, we would like to get to know you better, so please complete the attached volunteer form.

We value your time and dedication to the students at the Coatesville Area Intermediate High School. Please do not hesitate to contact us with any questions or concerns regarding this process. Your commitment to Coatesville schools will help make this a great year for our students.

### **AN EQUAL OPPORTUNITY EMPLOYER**

*The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.*



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## CASD Volunteer Requirements

Below please find the required clearances from the Commonwealth of Pennsylvania. Please complete online (when applicable), print and return each form to Amy McFarland in the Main Office. Adults who meet the definition of a volunteer under CASD School Board Section 916: Volunteers shall be required to complete the following:

1. Act 34 State Police Criminal History Report
  - a. This clearance is free of charge to volunteers and can be found online at: <https://epatch.state.pa.us/Home.jsp>
  - b. Click on "New Record Check (Volunteers Only)", complete required information.
  - c. Please make sure you click "Print Certificate" to print the actual clearance prior to exiting the system. If you have problems with the retrieval of the report, or you do not get your report or control number, please call 1-888-783-7972 for assistance.
2. Act 151 Child Abuse Clearance
  - a. This clearance is free of charge to volunteers and can be found online at: <https://www.compass.state.pa.us/cwis/public/home>
  - b. Click on "Create Individual Account", then follow the instructions online, you will have to create an account ID and password.
  - c. This clearance may take a few days, up to a couple of weeks, to process. For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 1-717-783-6211.
3. Act 114 FBI Federal Criminal History Report
  - a. This report is not required if you have been a Pennsylvania resident during the entirety of the previous 10 year period. Those who have not lived in the Commonwealth of Pennsylvania for the past ten years will also need to fill out a federal criminal history check in addition to the above documentation.
  - b. The cost of this report is \$27.00 (volunteer is responsible for the cost of this report).
  - c. [https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm)
  - d. You will have to register online, obtain a number and visit one of the specified locations in order to get fingerprinted. The report will be made available approximately 3-7 days later. There are several fingerprinting locations in Chester County.
4. PA residents who have been residents for 10 years or longer will be required to sign the Pennsylvania Residence Disclosure form ONLY and will NOT be required to obtain fingerprinting. The form is attached.
5. CASD Volunteer Policy #916 requires proof of a recent Tuberculosis examination from your family physician or a medical facility.

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# Coatesville Area School District Volunteer Registration and Disclosure Statement

**Volunteer Information**

School Year: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact Information**

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Building(s) of Service (please circle)**

Cain	East Fallowfield	King's Highway	Rainbow	Reeceville
North Brandywine	Scott	9/10	11/12	Turning Point

**Required Documentation**

Valid Photo ID   
  Raptor Scan   
  Completed Registration   
  Act 114- FBI or  
Written Statement

Act 151 Clearance   
  Act 34 Clearance   
  TB Test

Please attach copies of these clearances to this application.

My signature below certifies that the above information and attachments are true and accurate to the best of my knowledge.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of principal or Designee \_\_\_\_\_ Date: \_\_\_\_\_

Recorded By: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**  
**Required by the Child Protective Service Law**  
**23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)**

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 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 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 or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as 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: \_\_\_\_\_

# COATESVILLE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: June 23, 2015

REVISED:

916. VOLUNTEERS	
<p>1. Purpose</p>	<p>The Board recognizes that volunteers can make valuable contributions to the school district. The Board encourages the use of volunteers subject to the requirements of Applicable Law and this policy.</p>
<p>2. Definitions</p> <p>23 Pa.C.S.A. §6344.2; 23 Pa.C.S.A. §6303</p>	<p>When used in this policy, the following terms shall have the following meanings unless the context clearly indicates otherwise:</p> <p>“Volunteer” means an adult applying for or performing an unpaid position as a volunteer: (1) responsible for the welfare of a child or children; or (2) having direct contact with children.</p> <p>“Direct contact with children” means: (1) the care of a child or children; (2) the supervision of a child or children; (3) the guidance of a child or children; (4) the control of a child or children; or (5) the routine interaction with children.</p> <p>“Helper” means an adult who provides help or assistance to the School District or any School District event or function, but who does not meet the definition of a volunteer. A “helper” would not meet the definition of a volunteer where the helper is not responsible for the welfare, care, supervision, guidance or control of a child or children and does not have routine interaction with children because the helper is present sporadically, intermittently or only occasionally. Examples of where “helpers” would not meet the definition of a volunteer are as follows:</p> <ol style="list-style-type: none"> <li>1. An adult, parent or guardian comes to school to help a teacher with a class party;</li> <li>2. An adult, parent or guardian comes to a couple of track meets to assist the coaches with timing students or engaging in other tasks of assistance;</li> <li>3. An adult, parent or guardian volunteers to go on a class trip by riding with the students on the bus and providing assistance to the teacher(s) during the course of the day;</li> <li>4. An adult, parent or guardian volunteers to be a chaperone at a high school dance, the junior prom, or the prom;</li> <li>5. An adult, parent or guardian volunteers to assist and provide help to the teacher(s) putting on the high school show over the course of a weekend;</li> <li>6. An adult, parent or guardian volunteers to come to school to read to children or to tutor children on one or more occasions other than on a routine basis;</li> </ol>

<p>3. Policy Statement and Requirements</p>	<p>“Visitor” means an adult, parent or guardian who is visiting the school to participate in an event or observe an event and who is not providing any services to the district or its students and who has no responsibilities. Examples include:</p> <ol style="list-style-type: none"> <li>1. A parent who is attending a meeting about his or her child;</li> <li>2. A parent visiting a classroom to observe; and</li> <li>3. A parent attending parent visitation nights, a school play or show, or other activity of the school.</li> </ol> <ol style="list-style-type: none"> <li>1. The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers and helpers to assist and supplement regular district staff. This policy does not apply to visitors.</li> <li>2. Any volunteer or helper program or activity, which requires financial support from the district budget, shall require approval by the Board prior to implementation.</li> <li>3. The volunteer or helper position is not a right, but rather a privilege which is conferred by the Board. Any such position may be eliminated at any time.</li> <li>4. Except as stated below, individuals who are not employed by the School District or by a contractor shall not be responsible for and shall not have the duty to be responsible for the welfare of a child or children, the care of a child or children, the guidance of a child or children or the control of a child or children. Instead, except as stated below, at all times a school district employee or employees shall be solely responsible for the welfare of the child or children, the welfare, care, control or guidance of the child or children. Exceptions are as follow:             <ol style="list-style-type: none"> <li>a) Where the individual drives one or more children, other than a child or member of the individual’s household to an event or function at the request of the School;</li> <li>b) Where the individual is requested to chaperone a trip that is overnight;</li> <li>c) Where the individual is expressly requested to be responsible for the welfare of a child or children not his own or living in his household, to care for a child or children not his own or living in his household, or control a child or children not his own or living in his household.</li> </ol> </li> <li>5. Under these rules, the following are not volunteers and are not required to comply with the rules applicable to volunteers:             <ol style="list-style-type: none"> <li>a) An individual coming to a class event and helping out;</li> <li>b) An individual coming to a school event and helping out;</li> <li>c) An individual acting as a chaperone at a school dance;</li> <li>d) An individual accompanying a class to a class trip where it is not</li> </ol> </li> </ol>
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anticipated that the individual will be alone with one or more children for more than a momentary period of time;

- e) An individual accompanying a team on a trip to a game, meet or other function that is not overnight where it is not anticipated that the individual will be alone with one or more children for more than a momentary period of time.
6. Volunteers and helpers may undertake activities such as, but not limited to those listed below, provided that such activities are under the direction of district professional or paraprofessional staff:
- a) Tutoring.
  - b) Assisting in supervising students.
  - c) Preparing instructional materials.
  - d) Clerical assistance.
  - e) Coaching, advising or directing student clubs/activities.
  - f) Concession Stand Workers
7. Administrators using volunteers shall be responsible for each of the following:
- a) Determining qualifications for the positions;
  - b) Ensuring that required background clearance documents are obtained and reviewed;
  - c) Ensuring that no individual is allowed to be a volunteer if the volunteer is disqualified under applicable law;
  - d) Ensuring that required background clearance documents are maintained and kept by the school district in accordance with applicable law;
  - e) Ensuring that all volunteers receive training and information with regard to Applicable Law and school district policy regarding such things as sexual harassment, bullying, hazing, corporal punishment and the proper boundaries with students and other matters as may be applicable; and
  - f) Developing a program for selecting, training and supervising volunteers.
8. Adults who meet the definition of a volunteer under Applicable Law or under this policy shall be required to provide the following:
- a) Act 34 State Police Criminal History Report.

SC 111



<p>23 Pa. C.S.A. Sec. 6301 et seq</p> <p>SC 111</p> <p>SC 1418 Title 28 Sec. 23.44</p>	<p>b) Act 151 Child Abuse Clearance Statement.</p> <p>c) Act 114 FBI Federal Criminal History Report.</p> <p>d) Tuberculosis Test.</p> <p>Volunteers are not required to obtain the FBI Clearance if:</p> <p>a) They are applying for an unpaid position and;</p> <p>b) Have been a continuous resident of Pennsylvania for the past 10 years, and</p> <p>c) They must swear or affirm, in writing, that they are not disqualified from service based upon a conviction of an offense under §6344.</p> <p>9. Continuing volunteers do not need to renew their clearances every year.</p> <p>10. A volunteer has the affirmative obligation to notify the district if they are arrested, indicted or convicted of a crime within seventy-two (72) hours of the arrest, indictment or conviction.</p> <p>11. Volunteers may not assume the responsibilities of district staff, but may provide assistance when under the direction of a staff member and with the permission of the administrator.</p> <p>12. Volunteers shall not administer or enforce discipline upon students.</p> <p>13. Except in the case of an emergency, volunteers shall not administer first aid or medication to students.</p> <p>14. All volunteers shall maintain confidentiality in working with students, staff, and all privileged information in the school.</p>
<p>5. Delegation of Responsibility</p>	<p>The Superintendent shall be responsible for the implementation of this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1418 State Department of Health Regulations – 28 PA Code Sec. 23.44 Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>