



# Keystone Oaks School District

## *Volunteer Clearances Packet*

Effective July 31, 2015, anyone volunteering their time in a school district or for a district-sponsored event must have the following clearances on file in the district's personnel office: State Police Clearance (Act 34), Child Abuse Clearance (Act 151) and the FBI Clearance (fingerprinting). Volunteers must renew their clearances every 60 months (5 years).

The Keystone Oaks School District values the thousands of hours that parents and other members of the community volunteer at sporting events, on field trips and in the classroom. In accordance with this state law, Keystone Oaks School District now has the following policies and practices in place for anyone who volunteers events and activities involving Keystone Oaks students:

- **Policy 916: Volunteers and Chaperones.** Beginning May 17, 2016, anyone who submits the paperwork required to volunteer must also sign off that they have received and read this policy.
- All volunteers with the Keystone Oaks School District must have current copies of the following clearances and required paperwork on file in the personnel office:
  - State Police Clearance,
  - Child Abuse Clearance
  - FBI Clearance **OR** signed and notarized Volunteer Clearance Exception Disclosure Statement) on file in the District's Personnel Office.

The State Police Clearance and Child Abuse Clearance are free for volunteers. Volunteers are required to pay for the cost of the FBI Fingerprinting Clearance (if needed). Instructions on applying for the clearances are included in this packet.

***Please read the following instructions carefully:***

1. Please fill out the attached ***Volunteer Clearances Form*** and sign that you have read and understand School Board Policy 916: Volunteers and Chaperones.
2. Apply for the required clearances/have the Volunteer Clearance Exception Disclosure Statement notarized. See instructions in this packet.
3. Once you have received the clearances/disclosure statement, please send copies, along with the Volunteer Clearances Form ***in a sealed envelope*** to Athletic Director Mark Elphinstone or Personnel Secretary Karen Wong. Clearances may be dropped off at the District offices Monday—Friday between 7 a.m. and 3 p.m. (please check the website for summer hours, school closures, etc.) or may be mailed to:

Keystone Oaks School District  
Attn: Mrs. Karen Wong or Mr. Mark Elphinstone (Volunteer Clearances)  
1000 Kelton Avenue  
Pittsburgh PA 15216

4. Once the clearances are verified and on file in the Keystone Oaks School District Personnel Office, you will receive an e-mail notification that you are an approved volunteer. At each event where volunteers are present, a Keystone Oaks employee and/or designated volunteer (booster president, for example) will have a list of all approved volunteers. Any volunteer who has not been approved by the District will not be permitted to volunteer at the event.

If you have any questions, please do not hesitate to contact the individuals below:

**Mr. Mark Elphinstone**  
*Athletic Director*  
[Elphinstone@kosd.org](mailto:Elphinstone@kosd.org)  
412-571-6046

**Mrs. Karen Wong**  
*Personnel Secretary*  
[wong@kosd.org](mailto:wong@kosd.org)  
412-571-6010



# Keystone Oaks School District

## *Applying for Required Clearances*

### **APPLYING FOR OR RENEWING YOUR CLEARANCES**

Pennsylvania law requires anyone who volunteers for a Keystone Oaks School District event or activity to have the following clearances on file in the Personnel Office: State Police Clearance (Act 34); Child Abuse Clearance (151); and FBI Clearance (Fingerprinting) or a signed Volunteer Clearance Exception Disclosure Statement.

All clearances must not be older than 36 months. Additionally, the new law requires that all clearances be renewed every 60 months. Additionally, any volunteer who has obtained clearances in the 12 months prior to the current date does not need to apply for new clearances; copies of the current clearances should be sent to Mrs. Karen Wong or Mr. Mark Elphinstone.

***The State Police Clearance and Child Abuse Clearance are free for volunteers.*** Volunteers are required to pay for the cost of the FBI Fingerprinting Clearance (if needed). ***To apply for or to renew your clearances, please visit the following websites:***

- **State Police Clearance (Act 34):** <https://epatch.state.pa.us>
  - In the middle section of the website, under Credit Card User, click “Submit a New Record Check.”
  - Read through the Terms & Conditions and click “Accept”
  - Fill in your personal information. Under “Reason for Request,” choose “**Volunteer.**” Click Next.
  - Review your information and click “Proceed.”
  - Enter your information into the Record Check Request form. You will need your Social Security number as well as any aliases and/or maiden names.
  - At the bottom of the page, in blue letters, click on “View Queued Record Check Requests.”
  - Click on “Submit.”
  - Enter your payment information. Click “Next” and verify your payment information.
  - Click “Submit Record.” On the next screen, you will receive a Control Number. Write it down for your records.
  - Click on the Control Number and a Certification Form will appear on the next screen. Print this Certification Form for your records and to submit to the Personnel Office.
  
- **Child Abuse Clearance (Act 151):** <https://www.compass.state.pa.us/CWIS>
  - Click “Create a New Account.”
  - Click “Next.”
  - Create a Keystone ID (make your own) and fill in the form. Click “Finish.”
  - Check the e-mail account your registered with for a temporary password. You will receive two separate e-mails; one will contain your username (the Keystone ID you created) and one will contain your temporary password. Highlight the temporary password, right click and select “Copy.” Be sure that you have only highlighted the characters and not any extra spaces.
  - Go back to the website: <https://www.compass.state.pa.us/CWIS> and click “Login.”
  - Click “Access My Clearances.” Scroll to the bottom of the page and click “Continue.”
  - Enter your Keystone ID and Temporary Password (right click and select paste.) Click “Login.”
  - You will be prompted to choose a new password.
  - Click “Close Window” and login with your Keystone ID and new password.
  - Read the Terms & Conditions and select “I have ready, fully understand and agree...” Click “Next.”
  - Click “Continue” on the bottom right hand side of the page.
  - Click “Create Clearance Application.”
  - Read through the instructions and ensure you have the information required in the “Information You Will Need” section.
  - Follow the instructions provided to complete the application. Pay the \$10 application fee with a credit or debit card.
  - Once completed, if no record is found, a letter will be generated that contains a Clearance ID number. Please print this letter and provide an original copy.



# Keystone Oaks School District

## *Applying for Required Clearances, continued*

### **APPLYING FOR OR RENEWING YOUR CLEARANCES, continued**

- FBI Clearance (Fingerprinting): [www.pa.cogentid.com](http://www.pa.cogentid.com). *This is only required if you are applying for an unpaid position **AND** have lived outside of the Commonwealth of Pennsylvania in the past 10 years.*
  - Choose the icon for the Pennsylvania Department of Education
  - Under Registration Information, click "Register Online."
  - Click the box "By checking this box, I hereby grant..." and click "Continue."
  - Click your payment type and fill in the form. Under Reason Fingerprinted, choose "School District." When finished, click "Next."
  - Verify that all information entered is correct and click "Next."
  - Enter your payment and billing information. Click "Pay."
  - Once your payment has been submitted, you will receive a Registration Confirmation with an ID number. Please print this out and provide this as confirmation of your registration.
  - **Once you have registered online, you must take your registration to an approved fingerprint location.** For a list of locations in Allegheny County, please visit [www.pa.cogentid.com](http://www.pa.cogentid.com). Under Useful Link, click "Find a Fingerprint Location." Select Allegheny County on the map.
  - Once you have been fingerprinted, the Personnel Office will be able to look up the results with the ID number you provided. This process could take a few weeks, so be sure to leave time for the results to be looked up.

## OR

- Signed Volunteer Clearance Exception Disclosure Statement. See enclosed document. **This form must be notarized.**
  - Volunteers are applying for an unpaid position AND have been a continuous resident of the Commonwealth of Pennsylvania for the past 10 years.
  - Must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense that would preclude them from volunteering (see Disclosure Statement).
  - The form must be notarized by a licensed notary.

**For questions about applying for the clearances, please contact:**

**Mrs. Karen Wong, Personnel Secretary**  
**wong@kosd.org**  
**412-571-6010**



# Keystone Oaks School District

## Volunteer Clearance Exception

### DISCLOSURE STATEMENT

*\*This form must be notarized by a licensed notary*

As a volunteer applicant, I am aware that I must provide the following clearances prior to commencement of any volunteer activities: Pennsylvania State Police Clearance, Pennsylvania Child Abuse History Clearance, and a Federal Bureau of Investigation report (if applying for a paid position & not a continuous resident of Pennsylvania for the past 10 years). I am aware that any prior act of child abuse will permanently disqualify me from volunteering. I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse as defined by the Pennsylvania Child Protective Services Law.

I am aware that a past conviction of certain crimes and offenses may permanently disqualify me from volunteering. I swear/affirm that I have been a continuous resident of Pennsylvania for the past 10 years and that I have not been convicted of one or more of the following crimes reportable under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state, territory, commonwealth or foreign nation:

- 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 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) (A felony offense 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)
- A felony offense under the Act of April 14, 1972 (P.L.233.No.64) known as the Controlled Substance Drug Device and Cosmetic Act within a five-year period immediately preceding this verification.

### SWORN VERIFICATION

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, swear or affirm that I have not been involved in the attempt, solicitation or conspiracy to commit any of the offenses set forth above. I understand that I will not be allowed to volunteer if I am named as a perpetrator of a founded report of child abuse or convicted of any of the crimes listed above subsequent to providing the required clearances. I also understand that the School District retains the right to refuse me permission to serve as a volunteer for any reason that, in its judgement, renders the applicant unsuitable to serve in that capacity. I hereby swear or affirm that the information as set forth above is true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

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

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_  
(Please sign this form in the presence of a witness)

Notary Public: \_\_\_\_\_



# Keystone Oaks School District

## Volunteer Clearances Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*Please select one of the following:*

- By checking this box, and by signing below, I understand that I am to provide the Keystone Oaks School District with copies of the required clearances (or signed Volunteer Clearance Exception Disclosure Statement) in order to be able to volunteer for any District-sponsored event or activity. I understand that it is my responsibility to pay for all required clearances.
- I do not wish to provide the Keystone Oaks School District with copies of the required clearances and, therefore, understand that I will not be permitted to volunteer my time for any organization sponsored by or affiliated with the Keystone Oaks School District.

*By signing this form, I am also indicating that I have received and have read Policy 916: Volunteers & Chaperones.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Please return this Form, along with copies of your clearances/disclosure statement to:

Keystone Oaks School District  
Attn: Mrs. Karen Wong or Mr. Mark Elphinstone (Volunteer Clearances)  
1000 Kelton Avenue  
Pittsburgh, PA 15216

You may also hand-deliver the documents to the District office, 1000 Kelton Avenue, Monday-Friday, between 7 a.m. and 3 p.m. Please check the website for summer hours, school closings, holidays, etc.

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 916

Section COMMUNITY

Title VOLUNTEERS/CHAPERONES

Adopted APRIL 19, 1999

Revised MAY 17, 2016;  
SEPTEMBER 27, 2012;  
OCTOBER 20, 2011;  
MARCH 17, 2001

<b>POLICY NO. 916 VOLUNTEERS/CHAPERONES</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that community volunteers can make many valuable contributions to the District and its students. However, the Board also recognizes its obligation to use reasonable efforts to create a safe learning and teaching environment for students and staff members, and to protect District facilities and equipment. Thus, the Board endorses and encourages the use of volunteers in the operation of District programs, subject to legal requirements and administrative procedures.</p>	SC 510
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Adult</b> – an individual eighteen (18) years of age or older.</p> <p><b>Certifications</b> – refers to 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.</p> <p><b>Direct contact</b> – the care, supervision, guidance or control of children and routine interaction with children.</p>	<p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6344, 6344.2</p> <p>23 Pa. C.S.A. Sec. 6303</p>

**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

**Routine interaction** – regular and repeated contact that is integral to a person’s volunteer responsibilities.

23 Pa. C.S.A.  
Sec. 6303

**Volunteer** – any adult individual who voluntarily provides services without receiving compensation from the District who does any of the following:

23 Pa. C.S.A.  
Sec. 6344.2

1. Is working under the supervision of and in direct contact or close proximity of a School District employee while performing his/her volunteer service.
2. Does not provide direct services to students or have unsupervised contact with students.
3. Is reasonably likely to have direct contact with students while performing his/her volunteer services with or without direct supervision of a School District employee.
4. Directly supervises or instructs students engaged in an activity or may, from time to time, be reasonably expected to have unsupervised contact with students.

**Chaperones** – adult individuals who accompany a school group on a school sponsored activity, who may assume supervisory responsibilities for some or all of the children in attendance.

**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/chaperone for purposes of this policy.

Pol. 907

**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

**Section 3**

**Guidelines**

Supervision of volunteers/chaperones shall be the responsibility of the building principal, classroom teacher, coach, or activity sponsor.

All volunteers/chaperones shall follow the “visitors’ procedures” as established for the specific building in which the volunteer/chaperone will serve.

1. Any person wishing to serve as a volunteer/chaperone within the School District must be registered by the Personnel Office prior to participating as a volunteer/chaperone.
2. Each year, the Personnel Office shall maintain, and share with the Building Principals and Athletic Director, a roster of such registered volunteers/chaperones. Said roster shall be revised as needed, to add or delete names of registered volunteers/chaperones.
3. All volunteers and chaperones must submit clearances as of July 1, 2015. This is in compliance with Act 158 signed into law on October 22, 2015. The clearances will remain on file in the Personnel Office and will be good for the number of years as identified by the law.
4. All required clearances shall be provided in the form and manner proscribed by the law and must not be dated more than one (1) year prior to the date of the school’s approval of the volunteer/chaperone. The cost to procure the clearances shall be the responsibility of the volunteer and chaperone.
5. The responsibility to keep clearances updated rests upon the volunteer or chaperone.



**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

Certifications

The following certifications are to be submitted to the Personnel Office by the individual being permitted to volunteer:

- |   |   |
|---|---|
| 1. PA State Police Criminal History Certification   | 23 Pa. C.S.A.<br>Sec. 6344.2                  |
| 2. PA Child Abuse History Certification   | 23 Pa. C.S.A.<br>Sec. 6344.4                  |
| 3. Federal Criminal History Report or Affidavit if volunteer has lived in the Commonwealth of PA for at least the last 10 years.  | 23 Pa. C.S.A.<br>Sec. 6344.2                  |
| 4. 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. | 23 Pa. C.S.A.<br>Sec. 6344, 6344.2,<br>6344.3 |

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.	23 Pa. C.S.A. Sec. 6344.2
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Confidentiality

No volunteer/chaperone shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer/chaperone to fulfill his/her responsibilities. Volunteers/chaperones 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/chaperone has questions about the confidentiality of student information, the volunteer should consult with the building principal.	Pol. 216
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**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

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.

SC 1418  
Title 28 Sec. 23.44

Arrest Or Conviction Reporting Requirements

Volunteers/chaperones 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/chaperone has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

23 Pa. C.S.A.  
Sec. 6344.3

The Superintendent or designee shall immediately require a volunteer/chaperone 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.

23 Pa. C.S.A.  
Sec. 6344.3

Failure to accurately report such occurrences may subject the volunteer/chaperone to disciplinary action up to and including denial of volunteer service and criminal prosecution.

23 Pa. C.S.A.  
Sec. 6344.3

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, verbally or in writing, to the building principal or the Supervisor of Pupil Services who will guide the volunteer in the proper reporting procedures in accordance with applicable law, Board policy, and administrative regulations.

23 Pa. C.S.A.  
Sec. 6311  
Pol. 806

Acknowledgement

Each volunteer/chaperone shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

**Section 4**

**Delegation of Responsibility**

The Personnel Office, under the supervision of the Superintendent, will keep an updated log of volunteers/chaperones.

The Building Principals and Athletic Director are responsible for monitoring volunteer logs. One member from each volunteer organization will also be responsible to monitor the volunteer log and report any issues to the Building Principals and/or Athletic Director.

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

**References:**

School Code – 24 P.S. Sec. 510, 1418

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

State Department of Health Regulations – 28 PA Code Sec. 23.44

Board Policy – 216, 806, 907