



INTERBORO SCHOOL DISTRICT

900 WASHINGTON AVENUE

PROSPECT PARK, PA

MAINTAINED BY THE BOROUGHES OF GLENOLDEN, NORWOOD, PROSPECT PARK AND TINICUM

OFFICE OF THE SUPERINTENDENT

PHONE: 610-461-6700 | FAX: 610-957-6500

RE: Parents Needing Clearances

Dear Volunteer:

The Board recognizes that the services of a parent/guardian and community volunteers can enrich the educational program, assist teaching staff members in performing their duties and enhance the relationship between the school district and the community. The use of community volunteers is endorsed by the Board and subject to legal requirements and administrative regulations.

All volunteers, as a condition of active participation within the District's schools in activities such as but not limited to: class parties, field trips, kid writing, after prom, booster's etc..., shall complete a Volunteer Information and Certification form that provides a sworn statement that the volunteer is not disqualified from volunteering for any District programs and/or activities.

Clearances required:

For Volunteers Who Have Resided in Pennsylvania Continuously for 10 Years or More

- **Complete ACT 34**— Pennsylvania State Police—Request for Criminal Record Check at <https://epatch.pa.gov/home>
- **Complete ACT 151**—Pennsylvania Child Abuse History Clearance—Online Application at <https://www.compass.state.pa.us/CWIS>

For Volunteers Who Have NOT Resided in Pennsylvania Continuously for 10 Years or More

- **Complete ACT 34**—Pennsylvania State Police—Request for Criminal Record Check at <https://epatch.pa.gov/home>
- **Complete ACT 151**—Pennsylvania Child Abuse History Clearance—Online Application at <https://www.compass.state.pa.us/CWIS>
- **Complete ACT 114**—FBI— All school volunteers must now obtain a volunteer Service Code from the Pennsylvania Department of Human Services (DHS). This change is in response to a bulletin issued by DHS that indicates all individuals governed by the Child Protective Services Law (CPSL) must obtain clearances through DHS. This change includes all public, private, and nonpublic school volunteers. To obtain a volunteer Service Code, individuals must contact DHS directly at 1-877-371-5422 or RA-PWCPSLQUESTIONS@pa.gov.

Please note the following:

- A Photo ID will be required when submitting the *Volunteer Information and Certification Form*.
- Please visit the Announcements page located on the main page of the District website at www.interborosd.org for more information and forms.
- Parents/Guardians will only be required to submit clearances per family.
- These clearances will be reviewed and maintained with Interboro School District Administration.

Should you have any questions or concerns, please feel free to contact my office.

Sincerely,

Bernadette C. Reiley
Superintendent

cc: Human Resources

VOLUNTEER INFORMATION AND CERTIFICATION

1. Name: _____

2. I have lived continuously in Pennsylvania for the past _____ years.

Complete 3 and 4, if applicable:

3. I obtained an FBI criminal background check in Pennsylvania since establishing residency here in _____(date/year). A copy of any previous FBI check must be provided.

4. I obtained state clearances in _____ (state) in _____ (date/year); a copy of clearance documentation must be attached.

5. The following may disqualify an individual from volunteering in a school setting and/or in direct contact with children under Pennsylvania law:

- a. Being named in a founded report committed within the previous 5 years;
- b. A conviction of any of the following offenses under Title 18, or similar foreign, federal, state, territory or local law:

- (i) **Chapter 25** (relating to criminal homicide).
- (ii) **Section 2702** (relating to aggravated assault)
- (iii) **Section 2709.1** (relating to stalking).
- (iv) **Section 2901** (relating to kidnapping).
- (v) **Section 2902** (relating to unlawful restraint).
- (vi) **Section 3121** (relating to rape).
- (viii) **Section 3122.1** (relating to statutory sexual assault).
- (ix) **Section 3123** (relating to involuntary deviate sexual intercourse).
- (x) **Section 3124.1** (relating to sexual assault).
- (xi) **Section 3125** (relating to aggravated indecent assault).
- (xiii) **Section 3126** (relating to indecent assault).
- (xiv) **Section 3127** (relating to indecent exposure).

- (xv) **Section 4302** (relating to incest).
- (xvii) **Section 4303** (relating to concealing death of child).
- (xviii) **Section 4304** (relating to endangering welfare of children).
- (xix) **Section 4305** (relating to dealing in infant children).
- (xx) A felony offense under **section 5902(b)** (relating to prostitution and related offenses).
- (xxi) **Section 5903(c) or (d)** (relating to obscene and other sexual materials and performances).
- (xxii) **Section 6301** (relating to corruption of minors).
- (xxiii) **Section 6312** (relating to sexual abuse of children).

I have read and understand the above provisions that disqualify one from having direct contact with children in a school setting. I hereby swear and affirm that to the best of my knowledge and belief that I am not disqualified from volunteering that involves direct contact with children. These representations are made subject to the penalties of 18 Pa.C.S.A. § 4903, relating to crimes for false sworn statements, which is a misdemeanor of the third degree punishable by up to one-year imprisonment.

PRINT NAME

SIGNATURE

DATE

FEE WAIVER

I hereby swear and affirm that:

1. Background certifications are required of me to volunteer and be in direct contact with children at the Interboro School District;
2. I have not received a background certification free of charge with the previous 57 months (4 years, 9 months); and
3. I understand that the certifications shall not be valid or used for any other purpose.

PRINT NAME

SIGNATURE

DATE

WITNESS

I have viewed the above applicant's driver's license or other photo identification and have witnessed him/her sign the above.

PRINT NAME

SIGNATURE

DATE



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School Volunteer – Family Disclosure

The Interboro Board of School Directors recently approved revisions to Policy #916 at the September 16, 2015 Public meeting, to reflect current changes in Federal Law. The Policy recognizes that the services of a parent/guardian and community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties and enhance the relationship between the school district and the community. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative regulations.

As a component of this policy, all volunteers, as a condition of active participation within the District's school, shall be required to complete a *Volunteer Information and Certification form* that provides a sworn statement that the volunteer is not disqualified from volunteering for any District programs and/or activities.

Clearances required:

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Families with multiple students attending Interboro School District are only required to submit one set of clearances to be maintained with Interboro School District Administration. With regard to this provision, please carefully complete the section as listed below and submit with your completed clearances. Reminder a Photo ID is required when submitting your clearances to your child's Main Office.

Name of Schools for which volunteer services are being provided:

Name of Child(ren)

Child's Name

Grade

Teacher's Name

Child's Name

Grade

Teacher's Name

Child's Name

Grade

Teacher's Name