



CANTON AREA SCHOOL DISTRICT VOLUNTEER PACKET

02/22/2024

CANTON AREA SCHOOL DISTRICT SCHOOL/SPORT ACTIVITY VOLUNTEER PACKET

The Canton Area School District welcomes volunteer participation in our schools and thank you for your willingness to partner with us in providing an excellent educational program.

All volunteers must adhere to guidelines as described below. **IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS LISTED HAVE BEEN COMPLETED AND YOU HAVE BEEN BOARD APPROVED.** *Please note that the records will be maintained in a secure area in the Superintendent's Office.

1. **Personal Information Record:** Complete, sign & return to the Administration Office
2. **Volunteer Acknowledgement:** Volunteers must review the listed board policies, sign & return to the Administration Office.
3. **Volunteer Confidentiality Agreement:** Sign & return to the Administration Office.
4. **Pennsylvania Criminal History Clearance (renewed every 60 months)**
5. **Pennsylvania Child Abuse History Clearance (renewed every 60 months)**
6. **Federal Criminal History with Fingerprinting or Volunteer Affidavit (renewed every 60 months)**
7. **Child Abuse Training (ACT 126):** Training is required and is available online at www.reportabusepa.pitt.edu. Upon completion, participants will receive a certificate. A copy of the certificate must be submitted to the school's Superintendent's Office for verification. This training must be renewed every 60 months. This is a **FREE** training.
8. **Educator Discipline Training (ACT 126):** Training is required and is available online at www.pdesas.org. Create an account and then look up this training to complete. Upon completion, participants will receive a certificate. A copy of the certificate must be submitted to the Administration Office. This training must be renewed every 60 months. This is a **FREE** training.
9. **TB Test:** Pennsylvania Health Services Rules and Regulations (Title 28. Health and Safety) requires that individuals must present documentation of a negative tuberculosis test/status before providing services to students in schools. This law applies to employees and volunteers. **The documentation must be current, and the TB test must have been administered within 3 months preceding the initial date of volunteer service.** PA Dept of Health
10. **Arrest Conviction Report & Certification (PDE 6004):** Complete & return to Administration Office
11. **Reportable Offense Obligation Form:** Sign & return to the Administration Office.
12. **SPORTS VOLUNTEERS – YOU MUST ALSO COMPLETE THE FOLLOWING:**
 - **Training Courses:** Complete CardiacWise and ConcussionWise. Upon completion, participants will receive a completion email. Please forward that email to Brandie Frye at bfrye@canton.k12.pa.us These training courses need to be completed annually. <https://sportsafety.com/coach/concussion> & <https://sportsafety.com/coach/cardiacwise>
 - **PIAA Coaching Education Requirements:** First time coaches, paid or volunteer, at a PIAA member school, will have **two years** from their date of hire/volunteer start date to complete 2 additional courses. The courses are Fundamentals of Coaching and Sports First Aid. Additional information for these courses can be obtained from the Athletic Director.

When all of the application requirements have been completed, they should be submitted to **Brandie Frye**, in the **ADMINISTRATION OFFICE** in person or by email at bfrye@canton.k12.pa.us

CASD

Date: _____

CANTON AREA SCHOOL DISTRICT PERSONAL INFORMATION RECORD

Name: _____
Last First Middle Maiden

Address _____
Street Town State Zip Township

Phone # _____ Social Security # _____

E-Mail: _____

Birthdate _____ Place of birth _____

Marital Status _____ If married, spouse's name and place of employment _____

Number of children _____ Ages _____

Do you have any military obligation? _____

Whom can we notify in the event of an emergency?

Name	Relationship	Phone
Address		

CIRCLE Yes or No to each of the following questions:

Have you worked in any capacity for any PA school entity prior to June 30, 1994? YES NO

Have you been a resident of Pennsylvania for less than 2 years? YES NO

Are you currently contributing to PSERS, if so at what rate. YES NO Contribution Rate _____

Are you Retired from PSERS? YES NO

Date

Signature

VOLUNTEER ACKNOWLEDGEMENT

CANTON AREA SCHOOL DISTRICT

The undersigned hereby acknowledges that he/she is volunteering to perform services without compensation on behalf of the Canton Area School District and that he/she understands that in the event of any injury to the person or property of said volunteer not directly caused by the neglect of the Canton Area School District acting through its servants and employees, the Canton Area School District shall have no liability therefore under workers compensation laws, tort law, or any other law. Said volunteer also acknowledges his/her understanding that even as to personal or property damage suffered by said volunteer while in the service of the School District which is directly caused by the negligence of the School District, acting through its employees or servants, that the laws of the Commonwealth of Pennsylvania provide that the Canton Area School District is immune from liability for damages therefore subject to certain exceptions provided in said law and that even as to said exceptions, where the School District may be liable, the amount and nature of damages which may be claimed are expressly limited by said law.

In requiring the acknowledgment set forth above, the Canton Area School District does not intend to expand or limit its liability to said volunteer as currently provided under Pennsylvania law. The intent of the School District is simply to provide a clear, concise statement of existing law so that the volunteer may be fully apprised of his or her legal rights with regard to personal injury or property damage prior to volunteering his or her services.

As a volunteer, I agree to abide by the following CASD School Board policies:

- # 806 – Child Abuse
- # 824 – Maintaining Professional Adult/Student Boundaries
- # 916 – Volunteers

Please review the above mentioned policies. They can be found at the following link:
<http://go.boarddocs.com/pa/cant/board.nsf>

VOLUNTEER NAME (PRINT)

VOLUNTEER SIGNATURE

DATE

VOLUNTEER CONFIDENTIALITY AGREEMENT

CANTON AREA SCHOOL DISTRICT

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in schools as a volunteer there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information about a student or family, you will not repeat this information. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, three laws govern special education confidentiality. FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and Chapter 14 (Pennsylvania Special Education Guidelines). All three bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, building principal, or staff member. The volunteer should not carry any written or verbal statements outside of the school that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

As a volunteer:

- **I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.**
- **I will keep confidential matters confidential.**
- **I also understand that volunteering in the CASD program is a privilege and not a right.**
- **I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be reviewed and may result in the termination of my volunteer involvement with the school district; and may result in legal action.**
- **As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit students. I promise to take to my work an attitude of open-mindedness, willingness to be trained, as well as interest and commitment.**

By signing this agreement, I am stating that I will not divulge information about any student or family to any person outside the school setting.

Volunteer Name (Print)

Volunteer Signature

Date

PA STATE POLICE CRIMINAL BACKGROUND CHECK

Act 15 of 2015 requires criminal background checks to be renewed every 60 months.

ELECTRONIC SUBMISSION

Pennsylvania Criminal History Record Checks can be processed instantly through an on-line application process. PA Access to the Criminal History (PATCH) is provided through the Internet at <https://epatch.pa.gov/home>. Follow the directions provided through PATCH, to obtain an instant copy of your Criminal History Record. This service is **FREE** for volunteers.

1. The State Police will return the Record Check ***directly to the applicant*** within one month. To check on the status, call **717-783-6211** or **1-877-371-5422**.

Once you receive your clearance, you must provide it to the District and a copy will be made for your file; the original is to be retained by the applicant.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Act 15 of 2015 requires criminal background checks to be renewed every 60 months.

ELECTRONIC SUBMISSION

Effective December 31, 2014, the Pennsylvania Child Abuse History Clearance application can be submitted online at <https://www.compass.state.pa.us/cwis/public/home>. Once you enter the website you will be directed to the Child Welfare Portal where you must create an account or log-in if you already have an account (Note: you will need a valid email address to create an account). Creating an account and submitting your clearance application online will give you **immediate access to your results** or the status of your results if your results cannot be processed immediately.

Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address within 14 days. For questions related to the Form, please contact the ChildLine Verification Unit at **717-783-6211** or toll free at **1-877-371-5422**.

This service is **FREE** for volunteers.

Once you receive your clearance, you must provide it to the District and a copy will be made for your file. The original is to be retained by the applicant.

(FBI) FEDERAL CRIMINAL HISTORY RECORD

Act 15 of 2015 requires background checks to be renewed every 60 months.

The fingerprint-based background check is a multiple-step process:

The applicant must register with www.identogo.com prior to going to the fingerprint site. Use the Service Code **1KG6ZJ** for volunteers as the fee is less. Registration by phone is also available at 1-844-321-2101, Monday through Friday, 8 AM – 6 PM. Once registered you can go to the site that you have selected to be fingerprinted. Once fingerprinted, notify the Superintendent's office of your **UEID** (Universal Enrollment Identification) number so that we may generate your fingerprint report for our files.

THE APPLICANT MUST PROVIDE THE UE-ID NUMBER TO THE SCHOOL DISTRICT to enable the School District to officially view the clearance information online. The District is able to access your FBI Clearance within 24 hours of your fingerprints being completed.

**THE FBI FEDERAL CLEARANCE IS IN ADDITION TO THE
PA STATE POLICE CLEARANCE AND THE CHILD ABUSE CLEARANCE IF YOU HAVE NOT
LIVED IN PA FOR THE PREVIOUS (10) TEN YEARS**

**IF YOU HAVE LIVED IN PA FOR THE PREVIOUS 10 YEARS, PLEASE FILL OUT THE VOLUNTEER
AFFIDAVIT (ON THE NEXT PAGE) AND SIGN IT IN THE PRESENCE OF A NOTARY**

**We do have a notary in the office but please call to make sure they are available if you plan on using this
service 570-673-3191.**

CANTON AREA SCHOOL DISTRICT

VOLUNTEER AFFIDAVIT

Dated: _____

The undersigned, being duly sworn according to law herein swears and/or affirms that I have been a continuous resident of the Commonwealth of Pennsylvania for a period of at least ten (10) years prior to the date that I executed this Affidavit. Furthermore, I swear and/or affirm that I am not disqualified from serving as a volunteer for the Canton Area School District pursuant to §6344(c) of the Pennsylvania Child Protective Services Law, in that I am not named in a statewide data base as the perpetrator of a founded report related to sexual misconduct within a five (5) year period preceding the date of the execution of this Affidavit.

Furthermore, I hereby swear and/or affirm that I have not been convicted of one or more of the following offenses or an equivalent crime under federal law or the law of another State or the District of Columbia:

1. Chapter 25 (relating to criminal homicide).
2. Section 2702 (relating to aggravated assault).
3. Section 2709.1 (relating to stalking).
4. Section 2901 (relating to kidnapping).
5. Section 2902 (relating to unlawful restraint).
6. Section 3121 (relating to rape).
7. Section 3122.1 (relating to statutory sexual assault).
8. Section 3123 (relating to involuntary deviate sexual intercourse).
9. Section 3124 .1 (relating to sexual assault).
10. Section 3125 (relating to aggravated indecent assault).
11. Section 3126 (relating to indecent assault).
12. Section 3127 (relating to indecent exposure).
13. Section 4302 (relating to incest).
14. Section 4303 (relating to concealing death of child).
15. Section 4304 (relating to endangering welfare of children).
16. Section 4305 (relating to dealing in infant children).
17. A felony offense under section 5902(b) (relating to prostitution and related offenses).
18. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
19. Section 6301 (relating to corruption of minors).
20. Section 6312 (relating to sexual abuse of children).
21. The attempt, solicitation, or conspiracy to commit any of the offenses set forth in this paragraph.
22. A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act.

I understand that the execution of this Affidavit will only obviate the necessity of securing a federal criminal records check from the FBI and that there is still the requirement to secure a report of criminal history information from the Pennsylvania State Police, a certification from the Department of Public Human Services that the applicant is not named in the statewide database as the perpetrator of a founded report or an indicated report, and is not the subject of a pending child abuse investigation.

I verify that the facts and statements contained in this Volunteer Affidavit are true and correct to the best of my knowledge, information and belief. I understand that any false statements herein are made subject to the penalties of 18 Pa. C.S.A. Section 4903, relating to false swearing in official matters.

Volunteer Signature

Sworn to and subscribed
Before me this _____ day of _____, 20____.

Print Name

Full Address

Notary Public

My Commission Expires: _____

ACT 126 MANDATED REPORTING CHILD ABUSE TRAINING

On July 5, 2012, Governor Corbett signed into law Act 126 (24 P.S. Sec 1205.6) which amended the Pennsylvania School Code of 1949 to mandate that all school entities (a public school, charter school, cyber charter school, private school, nonpublic school, intermediate unit, or area vocational-technical school) and independent contractors of school entities provide certain training to all employees, including contracted substitute teachers, who have direct contact with children. Direct contact with children has been defined as “the possibility of care, supervision, guidance or control of children or routine interaction with children.” The law went into effect on January 2, 2013. Every employee of a school entity and its independent contractors who have direct contact with children must complete a minimum of 3 hours of training every 5 years.

The link is a free approved on-line course for child abuse recognition and reporting training for mandated reporters. www.reportabusepa.pitt.edu

When you have completed the training, print out the certificate and email to bfrye@canton.k12.pa.us or turn in to Brandie Frye, in the administrative office at the Canton Area School District.

Act 126 - Educator Discipline SAS Training Instructions

With the passage of Child Protective Services Law, Act 126 has been amended to include the requirement of additional training. This is separate and additional to the current Mandated Reporter training. Child Abuse Recognition and Reporting Act - Act 126 is a 3 hour course that must be completed every 5 years. The Child Abuse Recognition training does not need to have the same anniversary date as the Educator Discipline training, but each has to be done every 5 years. Below you will find the instructions to access the training website starting with the web address:

www.pdesas.org/default.aspx

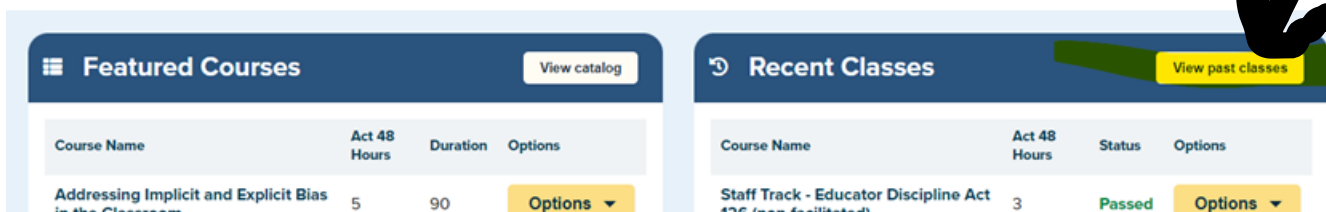
This web address will take you to the SAS page (Standards Aligned System).

- Go to the upper right corner and click on Log In and in there click register. Once you have completed the registration process you will receive an email with your username and password.
- Login using the username and password and in the upper right corner it will say your name SAS Tools (i.e. Michele's SAS Tools).
- Click your SAS Tools and in the drop down menu select PD Center.
- Click on Course Catalog/Registration. Search Act 126 on the left hand side. Find the course that is titled "Staff Track – Educator Discipline Act 126" Click options and select register. This is where you will register for the actual class (Professional Ethics and the Educator Discipline Act - Staff Member Track).

Once you have registered for the class when you select PD Center it will show up in the My Class Activity section of the PD Center Dashboard. In that section on the right hand side select Options and in the drop down menu select Go to Classroom. This will take you to the page to begin your course. This page has instructions and information you will want to read carefully prior to beginning the actual course.

Please keep in mind, once you have registered for this course you have 60 days to complete it. This course does not have to be completed in a single 3-hour time period. You can stop and start this course anytime during the 60 day period, however, **you must use the same device each time**. There are 4 modules to the training.

After completion, you will need to go back to the dashboard and click on View Past Classes



The screenshot shows the SAS dashboard interface. On the left, the 'Featured Courses' section lists a course titled 'Addressing Implicit and Explicit Bias in the Classroom' with 5 Act 48 Hours and a duration of 90 minutes. On the right, the 'Recent Classes' section lists a course titled 'Staff Track - Educator Discipline Act 126 (non-facilitated)' with 3 Act 48 Hours and a status of 'Passed'. A large black arrow points to the 'View past classes' button in the top right corner of the 'Recent Classes' section.

Course Name	Act 48 Hours	Duration	Options
Addressing Implicit and Explicit Bias in the Classroom	5	90	Options ▾

Course Name	Act 48 Hours	Status	Options
Staff Track - Educator Discipline Act 126 (non-facilitated)	3	Passed	Options ▾

And finally, select the drop down box that correlates with the Staff Track – Educator Discipline Act 126 and select view certificate.

You can print the certificate and provide a copy to Brandie Frye or "print" to PDF and email me or Brandie the PDF file of the certificate.

INSTRUCTIONS - PDE FORM 6004

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:
 - 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 an animal)
 - Section 4302 (relating to incest)
 - Section 4303 (relating to concealing death of a child)
 - Section 4304 (relating to endangering welfare of children)
 - Section 4305 (relating to dealing with 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 drug traffic)
 - Section 6320 (relating to sexual exploitation of children)
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 former law of this Commonwealth

A reportable offense enumerated under 24 P.S. §1-111(e) 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 the influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 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.

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 above for a list of reportable offenses.

Details of Arrests or Convictions:

For each arrest for or conviction of any reportable offenses, specify in the space below (or on additional sheets if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and 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 (5) five 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 (5) five 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

REPORTABLE OFFENSE OBLIGATION

CANTON AREA SCHOOL DISTRICT

As required by statute, I fully understand that:

1. If I am arrested for or convicted of a Reportable Offense that is listed in Policy 915 or named as a perpetrator in a founded or indicated report I must provide written notification of the same to the District Superintendent's Office no later than 72 hours after the arrest, conviction, or notification that I have been listed as a perpetrator in the statewide database.
2. If the District has a reasonable belief that I was arrested or convicted of a Reportable Offense that is listed in Policy 915 or was named as a perpetrator in a founded or indicated report, the district can require me to update my clearances before being permitted to continue to volunteer in the district.
3. Willful failure to disclose this information is a misdemeanor in the third degree.
4. I must renew my clearances prior to the date of expiration.
5. In order to efficiently select volunteers for events requiring clearances throughout the district, my name only will be listed on a District database of persons who have submitted clearances to be used for volunteer selection purposes only. Reports and information contained in the reports will remain confidential to the extent permitted by law.

Print Name

Signature

Date

E-Mail Address

This acknowledgement is being submitted to:

School Building Representative

Date of Receipt

SPORTS VOLUNTEERS ONLY

Concussion and Cardiac courses must be updated EVERY YEAR.

<https://sportsafety.com/coach/concussionwise>

<https://sportsafety.com/coach/cardiacwise>

Click “take the course” for each one and forward the completion email you receive from Sports Safety to bfrye@canton.k12.pa.us