



## Wondering about Volunteers & Clearances?

We appreciate the help of parents as they assist with school and classroom tasks and support the learning of our students. We hope to have as many adult volunteers in the school as possible while continuing to ensure student safety. Please read below for clarification and procedures for the 2016-2017 school year.

### Requirements:

If a Solanco School District volunteer has obtained clearances during the 2015-16 school year and has been in continuous volunteer status at the school, that volunteer DOES NOT need to obtain clearances for this year. Clearances must be current within the last year for new volunteers and the last three years for continuous/prior volunteers.

Any parent volunteer that will assist or work with students under the direct supervision of the teacher or who will typically perform clerical tasks is considered a **limited contact volunteer** and will NOT need clearances. The district reserves the right to require clearances from any limited contact volunteer at any time.

Parent volunteers that will work with a child or children in an area outside of the classroom and/or out of the direct supervision of the teacher are considered **substantial contact volunteers** and MUST obtain clearances. Parents assisting with classroom field trips DO NEED clearances. These volunteers will be considered **substantial contact volunteers**. Please prepare early for the Solanco Fair Trip and end-of-year field trips and begin to secure your clearances!

**Substantial contact volunteers** will be reimbursed by the district for the cost of the clearances using the forms provided in the school office or the district office. Volunteers that have clearances on file with the school district because they work or serve in another capacity in the district do NOT need to redo their clearances. This includes bus drivers.

### Process:

Volunteers must obtain necessary clearances and submit all paperwork (including payment reimbursement) to the district office.

Volunteers must sign up through their child's teacher to volunteer in the classroom or to chaperone a trip. The principal and teacher will confirm that the volunteers has submitted all necessary paperwork PRIOR to allowing the volunteer to work directly with students.

Substantial contact volunteers cannot volunteer in a substantial contact capacity until clearances have been submitted and approved by the principal. This status will be communicated to the parent through the classroom teacher. Limited contact volunteers can begin after they receive communication from the classroom teacher.

All volunteers must sign in and out in the office and obtain a volunteer badge each time they volunteer even if they are scheduled on a regular basis.

Thank you for volunteering to support our students!

*Mrs. Gajecki*

### Clearances to Obtain:

1. **Pennsylvania Child Abuse History Clearance** – <https://www.compass.state.pa.us/CWIS>
2. **Criminal History Record Check Through the PA State Police** – <https://epatch.state.pa.us/>
3. **FBI Federal Criminal History Records** – [https://www.pa.cogentid.com/index\\_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm)

**OR**

**Solanco School District Waiver of FBI- Federal Criminal History Fingerprint Record Check**  
(available through the school or district office)