



7 SOUTH 12TH STREET / MIDLAND / PENNSYLVANIA / 15059  
724-510-0944 / INFO@MITCHARTERSCHOOL.ORG

**MITCHARTERSCHOOL.ORG**

---

## **VOLUNTEER POLICY**

MITCS recognizes that community volunteers can make valuable contributions to educational, athletic, and extracurricular programs.

Clearances are required for all unpaid adult volunteers who are responsible for the welfare of a child or have the possibility of caring for, supervising, guiding or controlling children or routine interaction with children, regardless of the number of hours or frequency of the contact.

### **Age/Renewal of Clearances**

Clearances cannot be more than three (3) years old from when the completed application is submitted and all clearances are turned in.

After submission, clearances 1-3 below must be kept updated every sixty (60) months from the oldest date on the clearances. The Tuberculosis Test does not need to be updated.

### **Clearances Required for Volunteers**

Volunteers are required to submit the following clearances:

1. PA State Criminal Record Check
2. PA Child Abuse History Clearance
3. Federal Criminal History Record Check (Fingerprint)
4. Tuberculosis Test

A volunteer may NOT have to submit the Federal Criminal History Record (Fingerprint) if the volunteer submits a sworn, notarized, affidavit (in the form of the Volunteer Request for Waiver of FBI - Federal Criminal History Record Check - available online as 916 AR-1) affirming that the volunteer:

1. Has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years; and
2. Has never been convicted of a Disqualifying Offense (as defined below) in Pennsylvania or any other state or jurisdiction, including foreign jurisdictions.

### **Cost of Clearances**

The costs of obtaining the required clearances shall be the responsibility of the volunteer.

### **Maintenance of Clearance**

The CEO or designee shall work to ensure a process is in place and clearances are kept up to date. The school shall maintain a list of all volunteers, along with copies of all criminal history reports and clearances required by this policy. In addition, the principal shall maintain a list of the names and services provided by all volunteers who provide services in his/her respective building.

### **Duty to Notify**

If, after the date of the clearances, the volunteer is arrested or convicted of a Disqualifying Offense, or named as a perpetrator of a founded report of child abuse, the volunteer must provide written notice to the office of the CEO within seventy-two (72) hours of the arrest or conviction.

### **Early Renewal Right**

If MITCS has a reasonable belief that a volunteer has been arrested or convicted of a Disqualifying Offense or was named a perpetrator in a founded report of child abuse or the volunteer has given notice of an arrest or conviction of a Disqualifying Offense, MITCS, at its expense, shall immediately require the volunteer to submit updated clearances.

### **Disqualifying Offenses**

1. Conviction of an offense similar in nature to the following 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 national, or under a former law of Pennsylvania:
  - Criminal homicide
  - Aggravated assault
  - Stalking
  - Kidnapping
  - Unlawful Restraint
  - Rape
  - Statutory sexual assault
  - Sexual assault
  - Involuntary deviate sexual intercourse
  - Aggravated indecent assault
  - Indecent assault
  - Indecent exposure
  - Incest
  - Concealing the death of a child
  - Endangering the welfare of a child
  - Dealing in infant children
  - Prostitution and related offenses
  - Crimes related to obscene and other sexual materials and performances
  - Corruption of minors
  - Sexual abuse of children
2. Ever named as the perpetrator of a founded report of child abuse; **or**
3. **Within the 5-year period immediately preceding**, convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act.