

<b>SEVEN GENERATIONS CHARTER SCHOOL</b>	SECTION: COMMUNITY  TITLE: 916 – VOLUNTEER CLEARANCES  ADOPTED: December 14, 2010  REVISED: January 12, 2017
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Policy	<p>Certain types of volunteer activity at Seven Generations require that the volunteer get three background check/clearances. Specifically, the Charter School parents, community members, and others who volunteer on behalf of the school and may be alone with small groups of students or with an individual student in the capacity of supervision, guidance or control need these clearances. They are also needed by anyone who volunteers on a routine basis. The three clearances required by Pennsylvania state law are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Background Check Clearance, and FBI Federal Criminal History Records and all three must be on file with the school and dated within the past year of the starting volunteer date. If a volunteer has lived in Pennsylvania for more than 10 years the volunteer may sign an affidavit instead of completing the FBI clearance check. Anyone interested in obtaining these clearances should inquire at the front desk of Seven Generations or call the office. <i>To begin the process a volunteer can either fill out an affidavit and show proof of request of the three Clearance forms and start volunteering OR simply wait until the Clearances have returned favorably to begin volunteering. The affidavit is acceptable only for the interim time period that the Clearances are in process.</i></p> <p>Examples include but are not limited to:</p> <p>Parents, caregivers, and community members volunteering in the following capacities must have clearances on file:</p> <ul style="list-style-type: none"> <li>• Chaperoning Field Trips</li> <li>• Working with a small group of students or with an individual student</li> <li>• Driving a team/group to an activity</li> <li>• Participating in extra-curricular events on-site and off-site</li> <li>• College students observing or studying at the school</li> <li>• Assisting in a classroom.</li> </ul> <p>Parents, care givers and community members who visit the school do not need clearances for:</p> <ul style="list-style-type: none"> <li>• Attending a classroom presentation or party</li> <li>• Attending as a Mystery Reader</li> <li>• Attending Work Parties</li> <li>• Attending a school-sponsored event</li> </ul> <p><i>The items listed above are provided as examples only – other situations, not specifically listed, must follow the standard listed at the beginning of this policy.</i></p>
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Delegation of Responsibility	<p>Parent clearances are accepted and considered valid when the date of the clearance is within one calendar year of the date of receipt by the Charter School.</p> <p>Parent clearances must be updated upon request.</p> <p>The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy</p>
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