MIFFLIN COUNTY ACADEMY OF SCIENCE and TECHNOLOGY

VOLUNTEER MANUAL

Updated 9/10/2025

MIFFLIN COUNTY ACADEMY OF SCIENCE and TECHNOLOGY SCHOOL ACTIVITY VOLUNTEER MANUAL

The Mifflin County Academy of Science and Technology welcomes volunteer participation in our schools. There are many opportunities in our schools to volunteer and to actively participate in our educational program. We welcome you to our schools and thank you for your willingness to partner with us in providing an excellent educational program.

Effective January 1, 2023, 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 BOARD APPROVED. *Please note that the records will be maintained in a secured area in the respective Main Office.**

Mifflin County Academy Science and Technology Employee

If you are currently an employee of the Mifflin County Academy of Science and Technology, there are no additional items needed to perform in a volunteer status.

Non-School District Employee

If you are not an employee of the Mifflin County Academy of Science and Technology you will need to complete the following items:

1. **Volunteer Acknowledgement:** Volunteers must obtain all necessary signatures and return the document to Mifflin County Academy of Science and Technology. Refer to page 3.

2. **Volunteer Confidentiality Agreement:** Sign and return to MCAST. Refer to page 4.

3. **Pennsylvania Criminal History Clearance:** Refer to page 5.

4. **Pennsylvania Child Abuse History Clearance:** Refer to page 5.

5. **Volunteer FBI Background Check.** Refer to page 6.

   A volunteer may NOT have to submit the Federal Criminal History record (Fingerprint) if the volunteer submits an affidavit affirming that the volunteer:

   a. Has been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; and

   b. Has never been convicted of a Reportable Offence in PA or any other state or jurisdiction, including foreign jurisdictions.

6. **Federal Criminal History and Fingerprinting:** Refer to page 6.

7. **Reportable Offense Obligation**: Sign and return to MCAST. Refer to page 7.

When all of the application processes have been completed, all of your forms should be submitted to **the MAIN OFFICE.**

VOLUNTEER ACKNOWLEDGEMENT

MIFFLIN COUNTY ACADEMY OF SCIENCE and TECHNOLOLY

The undersigned hereby acknowledges that he/she is volunteering to perform services without compensation on behalf of the Mifflin County Academy of Science and Technology 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 Mifflin County Academy of Science and Technology acting through its servants and employees, the Mifflin County Academy of Science and Technology 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 Academy 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 Mifflin County Academy of Science and Technology is immune from liability for damages therefore subject to certain exceptions provided in said law and that even as to said exceptions, where the Academy 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 Mifflin County Academy of Science and Technology does not intend to expand or limit its liability to said volunteer as currently provided under Pennsylvania law. The intent of the Academy 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 Academy policies:

- #103-Discrimination/Title IX Sexual Harassment Affecting Students
- #104 – Discrimination/Title IX Sexual Harassment Affecting Staff

VOLUNTEER NAME (PRINT)

ADDRESS

HOME TELEPONE NUMBER

ACTIVITY

ADVISOR SIGNATURE

VOLUNTEER SIGNATURE

DATE

VOLUNTEER SIGNATURE

DATE

PRINCIPAL SIGNATURE

DATE

VOLUNTEER CONFIDENTIALITY AGREEMENT

MIFFLIN COUNTY ACADEMY OF SCIENCE and TECHNOLOGY

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 the 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 outside of the school. 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 private.**
- **I also understand that volunteering in the Mifflin County Academy of Science and Technology is a privilege and not a right. The school's principal reserves the right to deny or remove any volunteer violating confidentiality or any district policy.**

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.

_____
Date

_____ _____
Volunteer Name (Print) Volunteer Signature

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.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

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 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.

VOLUNTEER FBI BACKGROUND CHECK

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

Once you receive your clearance, you must provide it to the Academy's Main office 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:

1. The applicant must register with IdentoGO prior to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration. Registration is completed online or over the phone. **WHEN REGISTERING, PLEASE DO SO USING SERVICE CODE: 1KG6ZJ.** Registration is available online 24 hours/day, 7 days/week at http://uenroll.identogo.com Telephone registration is available Monday to Friday, 8AM to 6PM EST at 1-844-321-2101. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site. To ensure a successful registration and avoid any data collection errors, please register yourself online. If you do register by phone, make sure your Social Security Number is collected correctly.

2. The applicant will pay the current fee for the fingerprint service. Applicants may make their payment online at http://uenroll.identogo.com using a credit card or debit card. **NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATIONS.**

3. The applicant must complete the registration process and then proceed to the fingerprint site of choice. The location of the fingerprint sites with days and hours of operation are posted on IdentoGO website at http://uenroll.identogo.com . The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to them.

4. Upon completion of online registration, the applicant will print a confirmation page which will show a **UEID Number**. If the registration is completed by phone, the applicant will be given the UEID Number at the fingerprint site.

   THE APPLICANT MUST PROVIDE THIS NUMBER TO THE ACADEMY to enable the Academy to officially view the CHR information online. The Academy 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.

REPORTABLE OFFENSE OBLIGATION

MIFFLIN COUNTY ACADEMY OF SCIENCE and TECHNOLOGY

As required by statute, I fully understand that:

1. If I am arrested for or convicted of a Reportable Offense that is listed under 24 P.S.§1-111(f.1) or named as a perpetrator in a founded or indicated report I must provide written notification of the same to the Administrative Director 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 Mifflin County Academy of Science and Technology has a reasonable belief that I was arrested or convicted of a Reportable Offense that is listed under 24 P.S. §1-111(f.1) or was named as a perpetrator in a founded or indicated report, The Academy can require me to update my clearances before being permitted to continue to volunteer.
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 Mifflin County Academy of Science and Technology and Mifflin County School 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 on the reports will remain confidential to the extent permitted by law.

_____
Print Name

_____ _____
Signature Date

_____
E-Mail Address

This acknowledgement is being submitted to:

_____ _____
Building Representative Date of Receipt