



**Lake-Lehman School District**  
**PO Box 38, Lehman PA 18627**

### **School Volunteer Information**

Dear Prospective Volunteer,

Thank you for your interest in becoming a volunteer in the Lake-Lehman School District! The following sections will provide useful information regarding clearance checks and procedures for becoming a volunteer. These requirements have been put in place to further support our commitment to providing a safe and secure learning environment for our students.

#### **Background:**

On December 31, 2014, changes to the Child Protective Services Law became effective. These changes directly impact the background clearance requirements for employees and volunteers of school districts. Additionally, on November 9, 2015, the Lake-Lehman Board of School Directors approved School Board Policy 916 – School Volunteers, which outlines the requirements to be approved as a volunteer in our schools.

#### **Policy 916 – School Volunteers Definitions:**

**Volunteer** - an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.

**Direct Contact with Children** – the possibility of care, supervision, guidance or control of children or routine interaction with children.

#### **Volunteer Clearance Procedure:**

Anyone who wishes to become a volunteer within the District will need to complete the following clearances and have them submitted for School Board approval prior the first day of volunteer service:

- Pennsylvania State Police Criminal Record Check  
<https://epatch.pa.gov/home>  
Select “New Record Check – Volunteers Only”
- Pennsylvania State Child Abuse History  
<https://www.compass.state.pa.us/cwis/public/home>
- FBI Criminal History  
<https://uenroll.identogo.com/>  
\*\*\***NEW** Service Code for Volunteers: 1KG6ZJ

Please note: In order to receive initial approval, clearances must be submitted to the District within one (1) year from the date printed on the certificates. Further, a school volunteer who remains approved, and actively participating, will have their clearances deemed valid for a period of five (5) years from the date printed on the certificates. After five (5) years, they will be expired and will need to be renewed.

The School Board, Administration, Faculty and Staff of the Lake-Lehman School District thank you for your interest in becoming a volunteer to help support our students and programs! Should you have any questions, please feel free to contact your Building Principal, or my office directly.

Sincerely,

*Tabitha Miscavage Spagnuolo*

Tabitha Miscavage Spagnuolo  
Benefits/Personnel Manager  
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