



**Administrative Guidelines for Background Checks, Medical Exams & Mandatory Reporter Training**

<b>Class</b>	<b>Description and Examples</b>	<b>Criminal</b>	<b>Child Abuse</b>	<b>FBI</b>	<b>Physical/ Drug Screen</b>	<b>TB (\$1418 of SC)</b>	<b>Act 126 Mandatory Reporter Training</b>
1.	District employees, day-to-day subs, paid coaches	Yes	Yes	Yes	Yes	Yes	Yes
2.	Student teachers and interns	Yes	Yes	Yes	No	Yes	Yes
3.	Independent contractors and their employees who have "direct contact with students"*	Yes	Yes	Yes	No	Yes	Yes
4.	Independent contractors and their employees who have <u>no</u> "direct contact with students"*	Discretion of District (HR)	Discretion of District (HR)	Discretion of District (HR)	No	No	No
5.	District and Community School Partner volunteers who have "direct volunteer contact with students" ^ more than 10 hours per week with students.	Yes	Yes	FBI or affirm PA residency for the past 10 years and not disqualified from service based upon a conviction of an offense under §6344.	No	Yes	Yes
6.	District and Community School Partner volunteers who have "direct volunteer contact with students" ^ less than 10 hours per week.	Yes	Yes	FBI or affirm PA residency for the past 10 years and not disqualified from service based upon a conviction of an offense under §6344.	No	No	Recommended
7.	"Guests" ** or "visitors" ^^ of District or Community School Partners	No	No	No	No	No	No

(continued on back)



\* “Direct contact with students” – the care, supervision, guidance or control of children or routine interaction with children. “Routine interaction” is regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.

^ “Direct volunteer contact with students” – the care, supervision, guidance or control of children and routine interaction with children. “Routine interaction” is regular and repeated contact that is integral to a person’s employment or volunteer responsibilities. The District includes virtual or “on-line” volunteers who have direct virtual contact with students in this category.

\*\* “Guests” – an individual who has been authorized to enter school property to offer a service to students, teachers or school operations but who, in their capacity as a guest, does not have any responsibility over the welfare of children or direct volunteer contact with children. A guest may not ever be left alone with student/s other than his/her own child. Examples of guests may include: individuals who enter school property to participate in one-time career presentations, large-group presentations (assemblies), large-group book readings (to entire class or grade).

^^ “Visitors” – an individual who enters school property to visit someone, to attend a special event, or to inspect or learn more about building operations and programs but who, in their capacity as a visitor, does not have responsibility over the welfare or children or direct volunteer contact with children. A visitor may not be left alone with student/s other than his/her own child. Examples of a visitor may include: a parent attending an educational conference about his/her own child (ex: IEP meeting) or family or community members attending a school-sponsored event (ex: Halloween parade).