

**york**  
**ACADEMY**  
regional charter school



# **York Academy Regional Charter School Volunteer Manual**

**The York Academy Regional Charter School is committed to providing educational opportunities through which ALL learners strive to achieve their full potential.**

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## Getting Started

Thank you for your interest in volunteering at the York Academy Regional Charter School. As a part of our ongoing efforts to ensure student safety, all volunteers are required to complete a Volunteer Registration Form, a PDE-6004 Form (Act 24 of 2011), a Child Abuse Background Check, and a Pennsylvania Criminal Background Check. For anyone who has not lived in Pennsylvania for the last ten (10) consecutive years as an adult or has not received an FBI clearance at any time since establishing residency in PA, you will be required to complete an FBI Federal Criminal History Clearance as well. Copies of all clearances and completed volunteer forms will be maintained in the Office at York Academy Regional Charter School as confidential documents.

Volunteers are mandated reporters within the meaning of the Child Protective Services Law; all volunteers are required by law to immediately report instances of suspected child abuse. Volunteers must complete an online training (found at: [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tab Action?tab\\_group\\_id= 49 1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tab%20Action?tab_group_id=491) ). After completing the online training you will get a certificate of a completion to print out and bring in along with your volunteer registration form and clearances.

Volunteers are those who offer assistance or a service to the school without receiving compensation and have direct contact with students. Direct contact with children is defined per the law as: “The care, supervision, guidance or control of children and routine interaction with children.” The term “routine interaction” is defined as “regular and repeated contact that is integral to a person’s volunteer responsibilities.” The York Academy makes the distinction between a volunteer and visitor on a case-by-case basis.

School Board Policy 916 defines expectations and guidelines for volunteers. Please review and familiarize yourself with those guidelines as well as the information contained in this manual. Failure to follow volunteer expectations and guidelines will result in termination from volunteer service.

**Anyone without the approved, required paperwork on file will NOT be permitted to volunteer.**

Instructions for clearances and the process can be found within the Volunteer Registration Packet, which can be obtained online at the York Academy website ([www.yorkacademy.com](http://www.yorkacademy.com)) or picked up at the office during normal school hours.

**AFTER YOU RECEIVE ALL OF YOUR CLEARANCE REPLIES, RETURN ALL COMPLETED FORMS TO THE SCHOOL OFFICE.**

## **Additional District Practices**

The Board recognizes that parent and community volunteers can make valuable contributions to the educational program. The use of volunteers is endorsed by York Academy Regional Charter School, subject to limitations of legal requirements, this policy, and administrative guidelines and directives.

Under no circumstances shall a volunteer be considered an employee of the York Academy Regional Charter School or receive wages or any other consideration for volunteer services. The School retains the right to eliminate any volunteer position or remove any person serving as a volunteer at any time.

Volunteers shall not be asked to assume the professional responsibilities of the School staff but will assume supportive roles with administrative approval and under the direction of a staff member.

Volunteers may be utilized for the purposes of supporting the educational program in areas that may include:

1. Tutoring of students.
2. Supportive supervision of students. This supervision could occur in the classroom, hallways, field trips, and cafeterias.
3. Preparation of instructional materials.
4. Clerical assistance.
5. Classroom assistance.
6. Chaperoning.
7. Athletic and co-curricular assistance.
8. Mentoring.

Qualifications for any volunteer shall be determined by the Chief Executive Officer (CEO). All volunteers will be screened by and work under the general direction of the CEO. The Parent Teacher Organization may be used when applicable and appropriate to help the CEO manage the volunteer program. Lists of volunteers will be reported to the Board on an annual basis or more often if needed.

The administration is authorized to include volunteers under the general liability insurance program and defend the volunteer in legal action arising out of the volunteer activity as long as the volunteer is working within the assigned activity and the limitations imposed as a part of this policy or administrative direction.

### **ACCIDENT REPORTS**

Any accident involving a student, employee, or volunteer that occurs on school property must be reported to the school office using the appropriate School Accident Report Form. School office staff will provide appropriate accident report forms, which should be completed and returned to the office staff. Such forms are needed for prevention of future accidents, regardless of insurance

coverage or liability issues. After review by the administration, two additional copies will be made and forwarded to the school office.

### **COMPLAINTS**

Any person believing that a volunteer should not be allowed to continue volunteering must make a written and signed complaint to the Chief Executive Officer or designee. The Chief Executive Officer or designee must investigate the complaint and make a report. All complaints and investigation reports will be kept confidential.

### **CONFIDENTIALITY**

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff.

No matter how cute, funny or charming a classroom event may be, it is not acceptable to repeat stories about students. Similarly, as a volunteer you may hear things from staff or students, which they would not want repeated outside the school.

Parents may be tempted to ask you about how their children behave in school, especially if you are friends outside of school. It is not acceptable to put volunteers in an awkward position. If parents have concerns, encourage them to talk to the teacher, Chief Executive Officer, or designee.

If a student tells you something that causes you concern or if you observe something that troubles you, tell the classroom teacher or the Chief Executive Officer or designee immediately.

As a volunteer, you may also come into contact with student records, including educational, health and disciplinary records. Volunteers are not permitted to copy or remove student records from the building. Any information that you read or observe in a student record must be kept confidential and not disclosed to anyone outside the school.

### **DRESS CODE**

Although there is no official dress code for volunteers, volunteers are encouraged to use business casual dress. Remember, a school is a professional environment and as a volunteer you set an example for the students.

### **DRUG/SUBSTANCE ABUSE POLICY**

It is the intent of the Board of Trustees of the York Academy Regional Charter School to make a good faith effort to maintain an alcohol and drug-free school environment. The following policy applies to all employees/volunteers of the York Academy Regional Charter School, whether part-time or full-time, during normal working hours and during other official work assignments by the School. The policy applies whether or not the assigned work is carried out in areas under direct operational control of the School.

It is the policy of the York Academy Regional Charter School that the manufacturing, dispensing, distribution, possession or use of alcohol or a controlled substance is prohibited in any workplace under operational contract of the School, or at any time while working/volunteering for the York Academy Regional Charter School. It is also the policy of the School that performance of work assignments while under the influence of alcohol or a controlled substance is prohibited. Nothing in this policy should be construed as applying to doctor prescribed medications.

Act 191 of the Pennsylvania Legislature of 1988 24 P.S. 5-527 requires that any employee of the York Academy Regional Charter School who is convicted of the delivery of a controlled substance or convicted of the possession of a controlled substance with the intent to deliver shall be terminated from his or her employment with the School (no matter where the violation occurred). The same policy will be applied to volunteers.

No employee or volunteer shall be required to participate in mandatory drug testing except where there are reasonable grounds that the employee or volunteer is engaged in activities involving drugs or alcohol in the workplace.

**Definition:** “Controlled substance” means a controlled substance in schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulations at 21 CF1300.11 through 1300.15.

## **FIRE AND EMERGENCY PROCEDURES**

### *In case of fire:*

In the event a fire starts in the building, use the following guidelines for reporting the fires:

1. If the fire is of a controllable nature (wastebasket or something that is very small in nature), use accessible means to douse it; I.E. water, fire extinguisher, etc., THEN:
  - a. notify the office
  - b. have everyone evacuate the area as a precaution
2. If the fire is of major proportions, pull the emergency fire alarm located nearest you and:
  - a. follow the direction of the staff liaison concerning fire drill evacuation rules and procedures
  - b. individuals with limited mobility (crutches, wheel chairs, etc.) are to be provided individual attention. If necessary, they are to be carried from the building. Seek additional help if needed!

Building re-entry – everyone must remain outside the building until notified by the authorities to re-enter.

### *In Case of Threat or Other Emergency:*

In the event of other emergencies, the School has established certain procedures to be followed by the administrative and office staff. When a building evacuation is warranted, fire drill procedures should be followed.

*General Information:*

All school personnel must know the location of fire extinguishers and alarm boxes within the school building. Inflammable materials are to be kept in fireproof receptacles (e.g. metal).

**FUNDRAISING**

The Chief Executive Officer must approve the sales of all items to students as well as all other fundraising activities undertaken by volunteers. The School is liable for the payment of sales tax for sales of any items that are taxable under state law. The School has two options: (1) pay sales tax to the vendor upon purchase of items that are to be resold and are subject to sales tax (*this is the preferred and easiest method*) or (2) collect the sales tax upon resale of the item and notify the business office of the amount of sales tax collected. A check made payable to the School in the amount of the sales tax collected must be forwarded to the business office. The business office will then remit the required amount to the state. This applies to fundraising activities executed by the School or by one of the activity funds or clubs operating with the York Academy Regional Charter School's activity fund accounts. **PTOs may not use the School's sales tax exemption form for any purpose, including fundraising purchases.**

**HARASSMENT POLICY**

The York Academy Regional Charter School is committed to providing a safe, positive environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against anyone. This policy covers all students, staff members, contracted individuals, vendors, and volunteers in the school.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each volunteer by publication of the volunteer manual. No volunteer of York Academy is exempt from this policy.

Offensive conduct or harassment may include but is not limited to:

- Offensive physical action, written or spoken language, and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands, or pressure for sexual favors.
- Slurs, jokes, posters, cartoons, and gestures that are offensive.
- Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:
  - There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
  - Such conduct has the effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interferes with a person's work performance.
  - A third party is offended by the sexual conduct or communications of others.

Harassment is considered a form of employee/volunteer misconduct. Disciplinary action, up to and including termination, will be taken against any employee/volunteer engaging in this type of behavior. Administrators or supervisory personnel are responsible for taking proper action to end such behavior. Any administrator, manager, or supervisor who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.

Anyone who believes they have been harassed is encouraged to report promptly, orally, and in writing, such incidents to the designated administrators. Complaints will be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the School's legal and investigative obligations. Under no circumstances will an employee/volunteer be penalized for reporting what they believe to be harassment under this policy.

### **INTERACTIONS WITH STUDENTS**

The following guidelines for interacting with students:

- Avoid situations where you and a student are completely unobserved.
- Physical violence (including rough grabbing and shaking) should never be used on a student.
- Do not assist with a personal nature that students can do for themselves.
- Do not leave a student unsupervised.
- If a student seems distressed in any way or misunderstands/misinterprets something you have done, please report this to the teacher as soon as possible.
- Volunteers are not responsible for disciplining students; this is the job of the classroom teacher.

### **SMOKING AND TOBACCO POLICY**

In order to protect students, staff, and visitors from the safety and health hazards of smoking, and to promote a pleasant, smoke-free environment, the Board of Trustees prohibits smoking by any person in school buildings, in school buses, and on school grounds. This ban is in effect at all times and specifically includes the regular school program as well as all co-curricular and community events held on school property.

### **USE OF SCHOOL NAME**

The name of York Academy Regional Charter School, any school groups, or any employees in their school-related capacity may not be used by any outsider, organization, or individual for the solicitation of advertising or any other consideration for merchants of the York Academy Regional Charter School without prior approval by the Board of Trustees.

### **WEATHER EMERGENCY/SCHOOL CLOSING**

If you are scheduled to volunteer on a day that school is closed, delayed or dismissed early due to weather, contact the teacher and/or the school to reschedule your volunteer time accordingly.



## **Suggestions and Tips**

### **BASIC VOLUNTEER PROCEDURES**

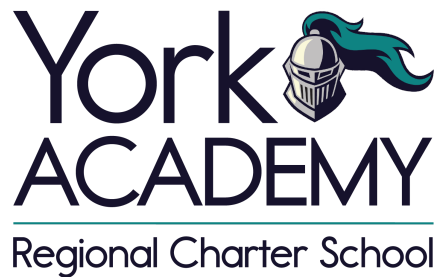
- Be sure to sign in and out of the building each time you visit to volunteer. At this time you will be given a volunteer badge that must be worn and visible during your visit.
- The volunteer badge must be returned to the front office when signing out at the completion of your visit.
- Be reliable. Call if you cannot keep a commitment to volunteer.
- Confidentiality is important. Remember that anything overheard concerning students or staff should never leave the building.
- Keep in mind that you are here to support teachers, not replace them. Please refer to the classroom teacher for his/her preferred method of dealing with day – to – day situations.
- Remember – if you do not know, ask. We will be glad to help you.

### **VOLUNTEERING WITH STUDENTS**

- A students' name is very important. Make every effort to remember the names of students with whom you work.
- Be sure the students know your name – establish in the beginning how they are to address you. Check with the classroom teacher as to what is normally done in the school.
- Demonstrate your interest in the students by asking about their activities and listening.
- Help build students' self-confidence by pointing out the improvement you see in their work, manner, etc. Even when helping correct a students' work or manner, try to start a conversation by discussing the positives.
- Discuss student behavior and/or progress only with the teacher.
- Make sure you always leave the students on a positive and friendly note.
- Keep in mind that students will model the behaviors they see adults displaying – whether the adult is a staff person or a volunteer.
- Common sense and cool heads are always the best in any situation.

## **Preparing Your Packet Guidelines**

1. Obtain a Volunteer Registration Packet and Volunteer Manual from the Schools' website or the school building.
2. Complete the required clearances as directed in the Volunteer Registration Packet.
3. Complete the PDE-6004 Form as directed in the Volunteer Registration Packet.
4. Complete the Volunteer Registration Form as directed in the Volunteer Registration Packet.
5. Read the Volunteer Manual.
6. Bring the completed Volunteer Registration Form, the completed PDE-6004 Form, all original clearances, and a valid state photo ID or driver's license to the school's office.
7. Upon completion and approval of required documentation, you are able to begin volunteering.



## The Volunteer Registration Process

Thank you for your interest in volunteering at the York Academy Regional Charter School. In order to be a York Academy Volunteer, we ask that you follow the instructions below based on the category that applies to you.

- **Returning parent volunteer with current clearances** can re-register by completing a Volunteer Registration Form. If the effective date on your clearances (Act 34 - Criminal Record and 151 - Child Abuse History) is less than five years old, you have current clearances. In addition to those clearances, we ask that you complete Act 24 (attached) and Disclosure Statement (attached).
- **Returning parent volunteer with expired clearances** will complete a Volunteer Registration Form. Please bring your completed registration form, updated clearances (Acts 34, 151, 24 and Disclosure Statement), and your state-issued photo I.D. or driver's license to complete the Volunteer Registration process.
- **New parent volunteer** will complete a Volunteer Registration Form. Please bring your completed registration form, clearances (Child Abuse History -Act 151, PA Criminal Record -Act 34, Act 24 and Disclosure Statement), and your state-issued photo I.D. or driver's license, to complete the Volunteer Registration process.

Upon completion of the registration process, volunteers will be entered into the York Academy Volunteer database.

### **The following procedures will also remain the same for all volunteers:**

- Volunteers must sign in at the school's office prior to each volunteer visit and sign out after each visit.
- Volunteers must wear a volunteer badge, given to you when you sign in, clearly displayed on their person while visiting.
- Volunteer status is good only for the **current school year**. You must re-register as a volunteer each school year.

Questions can be directed to the School Receptionist.

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**Diverse learners. Collaborative thinkers. Bright futures.**

www.yorkacademy.com | info@yorkarcs.org  
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Upper School | 2 Hamilton Ave., York, PA 17401 | (717) 900-5001

## YORK ACADEMY REGIONAL CHARTER SCHOOL VOLUNTEER REGISTRATION FORM

Name:		
Address:		
Phone:	(Day)	(Evening)
E-mail:		
Are you a parent of a York Academy student? (circle answer)	Yes	No
If yes, please provide Student(s) Name(s):		
Do you have current Act 34 and 151 clearances on file with the school? (clearances expire 5 years after issuance)		
Yes	No	
If no, have you applied for these clearances? (circle answer)	Yes	No
Your signature indicates that you have read the Volunteer Manual and agree with the terms.		
_____ Signature	_____ Date	

### **Emergency Information**

Name:		Date of Birth:	
Emergency Contact Name:		Relationship:	
Phone (Home):	(Cell)	(Work)	
Emergency Contact Name #2:		Relationship:	
Phone (Home):	(Cell)	(Work)	
Special health problems/Allergies/Current medications:			
Physician's Name:		Phone:	
Hospital choice:			

*In the event that I need emergency treatment requiring ambulance service and/or medical care, you have my permission to seek help as listed above or nearest MD/DO or ambulance/hospital available. I will assume responsibility for fees incurred by such emergency (via my medical insurance if applicable).*

**DISCLOSURE STATEMENT  
APPLICATION FOR PROVISIONAL EMPLOYMENT  
Required by the Child Protective Service Law**

**23 Pa. C.S. Section 6344 (relating to employees having contact with children; adoptive and foster parents)**

I swear/affirm that I have applied for clearances through ChildLine, the Pennsylvania State Police, and the Federal Bureau of Investigation and am submitting a copy of the appropriate completed request forms to the employer, administrator, supervisor or other person responsible for employment decision.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or equivalent crime 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 nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I must be dismissed from employment if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above.

I understand that I am not permitted to work alone with children and must work in the immediate vicinity of a permanent employee during this provisional employment period.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying employment or participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of employment.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by which you have been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

- By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_

\_\_\_\_\_

**Section 3. Child Abuse**

- By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 

<ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul>
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.