

# Tredyffrin/Easttown School District

940 West Valley Road, Suite 1700, Wayne, PA 19087

Phone: 610-240-1900

---

**March 1, 2016**

The Tredyffrin/Easttown School District welcomes and values its volunteers. Our school volunteers share their time, talents and skills to enhance the educational experiences of our students. As part of an additional measure to support a safe school environment, the Pennsylvania Legislature has made recent revisions to the Child Protective Services Law that will require some school volunteers to have background clearances in order to serve in our school buildings. The District's goal is to make it as easy as possible for our school volunteers to continue contributing to the education of our students.

**1. Why will volunteers need to have background checks?**

*Recent revisions to the Pennsylvania Child Protective Services Law will require school volunteers (any adults serving in unpaid positions in the District) who have regular and repeated contact with students and who are responsible for care, supervision, guidance or control of children to have background clearances.*

**2. Which volunteer jobs will require background clearances?**

*Volunteers will need background clearances if they have regular and repeated contact with students and are responsible for care, supervision, guidance or control of children while in a District school, on District grounds or as part of a school-sponsored activity. Persons with these types of interaction are considered to be responsible for a child's welfare, meaning they provide permanent or temporary care, supervision, training, or control of a child. This includes persons with direct or regular contact with children through any school-sponsored program, activity, event or service.*

*Click [here](#) to see the most recent outline of which volunteer jobs require clearances. Please contact the Building Principal where you are volunteering if you have any questions.*

**3. Do the latest revisions to the law require Conestoga High School senior internship sponsors to obtain clearances?**

*Yes. The new version of the Child Protective Services Law requires senior internship sponsors of 17 year-olds to obtain clearances and certify as such on the Sponsor Agreement Form.*

**4. When are clearances needed?**

*The revisions to the child protective services law that require background clearances for certain school volunteers goes into effect July 1, 2016. Parent volunteers will need to*

# Tredyffrin/Easttown School District

940 West Valley Road, Suite 1700, Wayne, PA 19087

Phone: 610-240-1900

---

*have their clearances submitted and registered prior to volunteering for the 2016-2017 school year.*

## **5. Which clearances are needed?**

*School volunteers must obtain the Pennsylvania Criminal Background Check and the Pennsylvania Child Abuse History Clearance.*

*Additionally, school volunteers who have lived in Pennsylvania for less than ten years will also need to obtain a fingerprint based Federal Criminal History Clearance through the FBI. School volunteers who have lived in Pennsylvania for more than ten years may submit a signed and witnessed statement, in lieu of the Federal Criminal History Clearance, affirming that they are not disqualified for volunteer service due to a conviction. The form is available on the T/E School District web site at [www.tesd.net/volunteers](http://www.tesd.net/volunteers) and must be submitted along with the other two clearances.*

## **6. How do I obtain the background clearances?**

*The Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance and Federal Criminal History Clearance (FBI) can all be applied for electronically. The FBI Clearance also requires a fingerprint submission. The District has set up a web page with instructions for volunteers and links for each clearance. Please visit [www.tesd.net/volunteers](http://www.tesd.net/volunteers) for instructions on how to obtain the clearances.*

## **7. Is there a cost to obtain the background clearances?**

*The State has waived fees for the Pennsylvania Criminal History Clearance check and the Pennsylvania Child Abuse History Clearance for volunteers working with children.*

*The child protection law requires volunteers who have not been a continuous resident of Pennsylvania for the last ten years to obtain an FBI criminal history check, which is not administered by the State government. Volunteers who need the FBI criminal history check will still be responsible for the \$27 fee. Volunteers who have lived in Pennsylvania for a full ten-year period may provide a signed and witnessed waiver in lieu of the FBI criminal history check. This waiver is available on the T/E School District web site by visiting [www.tesd.net/volunteers](http://www.tesd.net/volunteers).*

## **8. To whom do I send the clearance confirmation once I receive it?**

*Once you receive the results of the background checks, you may send a copy to the T/E School District Personnel Office via email at [volunteerclearances@tesd.net](mailto:volunteerclearances@tesd.net) or via U.S. Mail:*

# Tredyffrin/Easttown School District

940 West Valley Road, Suite 1700, Wayne, PA 19087

Phone: 610-240-1900

---

*Tredyffrin/Easttown School District  
Attn: Personnel Office  
940 West Valley Road Suite 1700  
Wayne, PA 19087*

*The District shall maintain copies of the required information and may require the individual to produce the original documents prior to acceptance to serve in a school volunteer capacity.*

**9. How often do I need to renew my background clearances?**

*School volunteers must renew their background clearances every five years.*

**10. Who should I contact if I have additional questions regarding the background clearance process?**

*Jeanne Pocalyko, Director of Personnel: (610) 240-1926 or [pocalykoj@tesd.net](mailto:pocalykoj@tesd.net).*

**11. Who should I contact if I have additional questions regarding volunteer activities or opportunities?**

*Jeanne Braun, Coordinator of Community and Volunteer Services: (610) 240-1913 or [braunj@tesd.net](mailto:braunj@tesd.net).*

**12. I already applied for and received my clearances based on the prior version of the law that required volunteers to have clearances by July 1, 2015. Is there anything else I need to do to volunteer in our schools?**

*The District is very grateful to all of our volunteers who already applied for and registered their clearances based on the previous version of the child protection law. Since the clearances are good for five years, you do not need to reapply for clearances until your existing ones expire in five years.*

**13. Do I need to wait until the summer of 2016 to apply for the clearances?**

*No! The District encourages parents and community members who are interested in volunteering for jobs that have regular and repeated contact with students and are responsible for care, supervision, guidance or control of children to obtain their clearances anytime between now and July 1, 2016. The clearances are good for five years.*

# Tredyffrin/Easttown School District

940 West Valley Road, Suite 1700, Wayne, PA 19087

Phone: 610-240-1900

---

- 14. I'm not sure if the volunteer jobs in which I am interested require clearances. Who should I contact to confirm?**

*You may contact Jeanne Braun, Coordinator of Community and Volunteer Services, at (610) 240-1913 or [braunj@tesd.net](mailto:braunj@tesd.net) to discuss which volunteer jobs require clearances. The District hopes that all parents interested in volunteering will obtain clearances so that as many people as possible are available to assist with the many volunteer opportunities.*