

Tredyffrin/Easttown School District

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

Phone: 610-240-1900

February 2015

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 a Pennsylvania child protection law that will require most 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 to contribute to the education of our students.

1. Why do volunteers need to have background checks?

Recent revisions to a Pennsylvania child protection law will require school volunteers (any adults serving in unpaid positions in the District) who are individually responsible for the welfare of a child or children, or who will have direct contact with a child or children, to have the background clearances described below.

2. What kinds of volunteers need background clearances?

Volunteers will need background clearances if they will be involved directly with the care, supervision, guidance, or control of children, or will have routine interaction with children while in a District school or on District grounds. 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. This includes, but is not limited to, school-sponsored youth programs, recreational programs, sports or athletic programs, outreach programs, enrichment programs, clubs, or similar organizations.

Examples of volunteers who will need clearances include, but are not limited to:

- *CHS Student Services*
- *CHS Main lobby volunteers:*
 - *Gym suit sales*
 - *PSAT registration*
 - *Club fair registration*
 - *Student directory sales*
 - *Prom ticket sales*
 - *Senior Internship Assistance*
- *CHS Homecoming*
- *CHS Voices/Speech and Debate Club*
- *CHS Achievement Center*
- *TEMPO*

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- *CPR Instructors*
- *Main Office*
- *Library volunteers*
- *Health screenings*
- *Cultural arts*
- *Field trip*
- *Drivers*
- *Classroom help*
- *Book fair*
- *Dance*
- *Musical/drama support*
- *Halloween costume party judges- middle school*
- *Math 24 contest judges- middle school*
- *School store*
- *Field day*
- *Writer's workshop*
- *Lunch monitors (first grade)*
- *Picture day*

*Examples of volunteers or visitors who **do not** need clearances include, but are not limited to:*

- *Holiday parties - with the exception of individuals assisting small groups of students or individual students with party or parade preparation*
- *Mailings*
- *Clerical work when there is no direct student contact*
- *Schoolwide PTO fundraising activities such as spring fairs*
- *Schoolwide picnics or ice cream socials*
- *CAPCO*
- *CHS Snow Day in May*
- *Attendance at events open to the public such as concerts, dramatic presentations, musicals or similar events*

3. When are clearances needed?

Parents who have previously served as volunteers in our schools will need to submit completed clearances to the School District by July 1, 2015. Effective January 1, 2015, parents interested in volunteering for the first time will need to have background clearances before volunteering in our schools.

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4. 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 Federal Bureau of Investigation. School volunteers who have lived in Pennsylvania for more than ten years may submit an affidavit, in lieu of the Federal Criminal History Clearance, affirming that they are not disqualified for volunteer service due to a conviction. The affidavit form is available on the T/E School District web site at www.tesd.net/volunteers and must be signed and witnessed in the District Personnel Office at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700 in Wayne.

5. 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 and paid 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 for instructions on how to obtain the clearances.

6. Is there a cost to obtain the background clearances?

At this time it costs \$10 for the criminal background check and \$10 for the child abuse background check. The Federal Bureau of Investigation federal criminal history clearance is currently \$28.75.

7. 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 or via U.S. Mail:

*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.

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School volunteers will also be required to submit a Contact Information Form along with their background clearances. The Contact Information Form will be available on the T/E School District web site at www.tesd.net/volunteers.

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

School volunteers, like school employees and independent contractors, must renew their background clearances every thirty-six (36) months.

9. 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.

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

Pattie Littlewood, Coordinator of Community and Volunteer Services: (610) 240-1913 or littlewoodp@tesd.net.