

July 20, 2015

Dear Parents and Guardians,

In accordance with amendments to the *State Child Protective Services Law (CPSL)* amending School Code requirements, the District has adopted changes to the Volunteer Clearance Policy. **All school volunteers must now have clearances on file with the District** – there are no longer single-event volunteers. **No exceptions will be made for future events.**

**All volunteers are required to update their clearances every five (5) years. Please review the information on the back of this notice for more guidance.**

Appropriate clearances are required to serve as a **volunteer** for all school activities and events, as follows:

- PTO holiday parties;
- PTO events – as a helper [including school photos, Santa’s Workshop, service projects, Game Day, Book Fair, family events and others];
- Field trips, walking field trips and any school sponsored trip;
- Classroom helpers;
- High school musical, booster/committee members.

You may participate in the following activities as a **visitor**. This does not require the submission of your clearances, but does limit your interaction with our students.

- Family visits (including to do an activity, read a book, bring a pet, be a guest speaker, etc.);
- Shopping with your child at the Book Fair or Holiday Shoppe;
- Being a spectator at the, Author Day, Fall Party Costume Parade, and similar events;
- Attending awards ceremonies or other teacher or school directed activities that do not require a visitor’s supervision of students;
- College recruiters/concession stand workers.

Additional information and the links for each clearance can also be found on our District webpage: <http://www.riverside.k12.pa.us>.

Please plan ahead. It will take some time for your clearances to be processed and due to the updated legislation, the State is processing a high number of background checks. The District must have your clearances on file before you can sign up to volunteer at events.

Bret Trotta, Assistant Superintendent

## VOLUNTEERING AT RIVERSIDE BEAVER COUNTY SCHOOL DISTRICT

Thank you for your interest in volunteering with Riverside Beaver County School District. We greatly appreciate the added support our many dedicated volunteers provide to our schools and students. In accordance with amendments to the *State Child Protective Services Law (CPSL)*, amending School Code requirements, the District has adopted changes to the Child Abuse Policy.

*Under the new law any adult applying for an unpaid position as a volunteer, responsible for the welfare of a child or having direct contact with children, must have clearances and these clearances must be renewed every 36 months.*

**These new requirements are effective January 1, 2015**

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### ***Volunteering for the first time at Riverside Beaver County School District (RBCSD)?***

Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following to their child's school:

**1. Criminal Record AND Child Abuse Clearances [both of these are required]**

- PA State Criminal History Report (obtained online) @ <https://epatch.state.pa.us/Home.jsp>.  
Cost: Free for volunteers
- Child Abuse History Clearance (obtained online) @ <https://www.compass.state.pa.us/CWIS>.  
Cost Free for volunteers

**2. FBI Criminal History Report (required for residents who have lived out of the state)**

**Volunteers who have not been a resident of PA for ten consecutive years must submit an FBI Criminal History Report as follows:**

- The FBI Criminal History Report (apply online) fingerprinting required. FBI report registration number will be provided once an individual applies online @ [www.uenroll.identogo.com](http://www.uenroll.identogo.com) Cost \$22.60. Enter service code: 1KG6Y3

**Volunteers who have been a resident of PA for ten consecutive years must comply with the following instructions to be approved as a volunteer.**

- In lieu of completing the FBI Criminal History Report, volunteers who have been a resident of PA for ten consecutive years must complete the statement of residency/non-conviction of offenses – volunteer clearance exception form.

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### ***Already a Volunteer at RBCSD?***

If a parent or community member was cleared for volunteering prior to January 1, 2015 and have clearances that are more than three years old, they must submit the updated required clearances as outlined above by June 30, 2015.

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### ***What to Expect?***

Common expectations of our volunteers are:

- Volunteers should sign in when they enter the building and sign out when they are leaving.
- For safety and security all volunteers must wear a volunteer identification badge displaying their photo.
- Volunteers must protect teachers' and students' right to privacy.
- Volunteers will not be permitted to directly administer discipline, nor will they be permitted to administer first aid and CPR unless they are certified and only in the case of an emergency.

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### ***Have Questions?***

If you have questions please contact the building office. We will begin accepting volunteer clearances August 20<sup>th</sup>. The point of contact will be Debby Jeannette 724-758-7512 ext. 3014.