



CENTRAL VALLEY

SCHOOL DISTRICT

Mr. Nicholas D. Perry, Superintendent

March 2015

Dear Central Valley School District Families & Volunteers,

The Central Valley School District greatly appreciates the time, energy, and effort provided by our volunteers. It is our goal to continue to welcome volunteers into the schools to enhance the experiences for our students.

The District amended our Volunteer Policy (916 School Volunteers) in August of 2014 to require short-term volunteers, long-term volunteers, and chaperones (as defined in the Policy) to obtain the following clearances:

- The Pennsylvania Criminal History Record (Act 34)
- The Child Abuse History Clearance (Act 151)
- FBI Fingerprinting (Act 114)

Policy 916 did not require single-event volunteers to obtain clearances, nor did it require all clearances to be renewed every three (3) years. Recently, the Child Protective Services Law was amended and contains new guidelines for volunteers who are responsible for the welfare of or who have contact with students. While the current Policy is in compliance with the Child Protective Services Law in regards to short-term volunteers, long-term volunteers, and chaperones, the current policy does not comply with the Law in regards to single event volunteers, who are responsible for the welfare of and/or have direct contact with children. In order to comply with the new requirements, we are now requiring single-event volunteers to obtain the clearances as well, and that clearances for all volunteers be renewed every three (3) years.

Policy 916 will be amended to address single event volunteers and the renewal of clearances. Additionally, it will be amended to provide an exception to FBI Fingerprinting for volunteers who have been a resident of PA for 10 consecutive years. Current PA Residents (for 10 consecutive years), in lieu of FBI Fingerprinting, may complete and submit a Volunteer Affidavit in which they swear or affirm in writing that they are not disqualified from service based upon a conviction of a criminal offense under Section 6344 of Act 153.

In addition, the Child Protective Services Law requires that any volunteer arrested or convicted of a crime listed in the Law, or identified as a perpetrator on the State's database, submit written notice to the District within 72 hours of the arrest, conviction, or being named a perpetrator. The written notice should be sent to the Central Administration Office, Attention: Superintendent.

The requirements outlined above are a result of the Child Protective Services Law amendments and are meant to maintain the safety of our students in and around our District. The clearance requirements apply to all volunteers and staff and will remain valid for 3 years, upon which time they will need to be updated. All information will also be posted to our website, www.centralvalleypsd.org.

As provided in current Policy 916, it is the obligation of each volunteer to accept the financial responsibility to obtain and submit his/her new and/or updated clearances to the School District. When you obtain your new and/or updated clearances, please submit them to the attention of the Business Office, Central Valley School District, located at 160 Baker Road Extension, Monaca, PA 15061.

Please allow time prior to an event to apply for, receive, and submit your clearances. Exceptions cannot be made for volunteers to participate if all clearances are not on file in the District. Finally, we encourage you to always maintain a copy of your submission as proof of receipt. On behalf of the entire District, I sincerely thank all of our volunteers for your service. We aim to provide a safe environment for our students and we appreciate your cooperation in meeting the new guidelines for volunteers within the Central Valley School District.

Sincerely,



Mr. Nicholas Perry
Superintendent



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Volunteering at Central Valley School District

In accordance with amendments to the State Child Protective Services Law (CPSL):

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 became effective January 1, 2015.

Volunteering for the First Time at Central Valley School District?

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

- **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: \$10.00
 - Child Abuse History Clearance (obtained online) @ <https://www.compass.state.pa.us/CWIS>, cost: \$10.00
- **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 @ https://www.pa.cogentid.com/index_pdeNew.htm, cost: \$27.00.
 - 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 a Volunteer Affidavit and have it notarized.

Already a Volunteer at Central Valley School District?

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**.

Have Questions?

If you have questions, please contact the Business Office @ 724-775-5600 ext. 11018. The Business Office is located at 160 Baker Rd. Ext., Monaca, PA 15061.

More information about clearances can be found by visiting www.centralvalleypa.org and clicking on the "Clearances" link on the left side of the page.