

Glendale Elementary School



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Mr. Ed DiSabato
Superintendent

Mrs. Kate Bacher
Elementary Principal

Dear Parents and Families;

At the recent meeting of the board of directors, it was approved to utilize an exemption form for volunteers who have lived in Pennsylvania for more than ten years without a record of any specific offenses. This would take the place of the FBI fingerprinting requirement that was formerly in place. It is still necessary for volunteers to complete the PA Child Abuse History Clearance and the PA State Police Criminal Record Check as well as this exemption form and disclosure statement. Potential volunteers who have not lived in the state for this amount of time would still be required to submit the fingerprinting check. This pertains only to unpaid volunteers.

If you have already submitted your other two clearances, you will be receiving this exemption form to sign and return. Once all forms are returned and approved, names will be submitted to be approved as a school volunteer. If you have not yet begun this process, the web sites are listed below as well as the links on our school website. Both of these clearances are now free of charge for volunteers. Please be sure to check that you are a school volunteer and not a paid employee so you will not be charged the fee.

Anyone who needs assistance applying for either clearance can stop by the elementary office and we will be happy to assist you in this process. All parents acting as a school field trip chaperone must have these clearances and be board approved well in advance of the date of the field trip. Please bring copies of these clearances in to the elementary office for processing.

PA Child Abuse History Clearance: www.compass.state.pa.us/cwis/public/home

PA State Police Criminal Record Check: www.epatch.state.pa.us

New volunteer clearances must be less than one year old, but once submitted are good for five years. The Volunteer Affirmation and Volunteer Disclosure Statement must be signed and returned annually in order to be in good standing as a volunteer. Thank you for your interest in being a volunteer for Glendale Elementary School. Your time and effort is much appreciated!

Sincerely,

Mrs. Bacher

There are many great opportunities within the Glendale School District to volunteer and actively participate in the educational programs of our students. As of August 24, 2015, all volunteers must meet the requirements set forth by Act 15 of 2015. Thank you in advance for your willingness to provide this information and for your time and service to our students.

1. Who is considered a volunteer?

Any individual in an unpaid position with a program, activity, or service who is individually responsible for the welfare of one or more children or has direct contact with and supervises children. All volunteers must submit clearances prior to being approved as a volunteer.

2. Who is considered a visitor?

Any individual who visits a classroom or school to observe or participate in a single event or several events, under the direct supervision of school district staff. Visitors are not permitted to supervise students and are not required to submit clearances.

3. Who must submit clearances?

Any adult employee or volunteer who is responsible for supervising students. This would include chaperones for all field trips and sporting events.

4. What clearances are volunteers required to submit?

- PA Child Abuse History Clearance www.compass.state.pa.us/cwis/public/home
- PA State Police Criminal Record Check www.epatch.state.pa.us

Be sure to choose “volunteer” so you are not charged a fee. This is for volunteer purposes only and will not suffice for employment purposes.

5. What are the costs of the clearances?

The PA Child Abuse and PA State Police Checks are now free for volunteers. If FBI fingerprinting is needed, the cost is \$27.00.

6. When would FBI fingerprinting be required?

For all district employees or when a potential volunteer has NOT been a Pennsylvania resident for the past ten years or cannot sign an affidavit that they have not been convicted of certain offenses. If FBI fingerprinting is needed, please be sure to obtain them through the PA Department of Education.

7. Where can I get a Tuberculin (TB) Test?

You can schedule a TB test with your primary care provider. TB tests are only required for volunteers working closely with students for more than ten hours per week.

8. Where do I obtain the required clearances?

The web sites are listed above. Paper copies are available upon request, but will take longer to process than doing it online. Anyone who needs assistance completing the applications can call for an appointment and we will be happy to assist.

9. What do I do with my clearances once I have them?

Copies of both clearances need to be submitted to the building office where the volunteer plans to assist. Elementary parents would do so at the elementary office and high school at the high school office. Varsity sports and the music association volunteers will submit clearances to the district office.

10. Can I submit clearances from several years ago?

No. All clearances being accepted for employment or volunteer approval must be less than 12 months old.

11. Can I submit clearances I received through my place of employment?

Yes. Employment clearances can be used to volunteer, but volunteer clearances cannot be used for employment purposes.

12. Can I volunteer before my clearance requirements are met?

No. All volunteers are required to have clearances on file and be board approved prior to being used as a volunteer.

13. How often do I need to renew my clearances?

Clearances must be renewed every five years (60 months). Please note free clearances will only be provided every 57 months.

14. What additional paperwork will be needed?

In addition to copies of clearances, a volunteer disclosure statement and volunteer affirmation form will both be required prior to board approval. These both need to be signed annually. Failure to do so will result in an inactivation of volunteer status.

15. How important is student confidentiality when I volunteer?

Student confidentiality is very important when volunteering. Volunteers are not to share any information learned from or about a student outside of the school. It is very important to protect and respect our students' and families' rights to privacy.

Again, thank you for your willingness to be a volunteer for the Glendale School District and our students. Your time and effort is very much appreciated. If you have any questions or concerns with any of these procedures, please do not hesitate to give us a call at 687-4263.