

COUNCIL ROCK SCHOOL DISTRICT
ADMINISTRATION & BUSINESS OFFICES
The Chancellor Center
30 North Chancellor Street
Newtown, PA 18940

M. Christine Taylor
Director of Human Resources

Telephone (215) 944-1000
FAX (215) 944-1031

October 25, 2017

Dear Volunteer Coordinator:

You are receiving this letter because your organization would like to host students from our school district as volunteers. There have been some recent changes to the law that necessitate our reaching out to you. We hope that you will find the changes to the law easy to comply with and that you will continue hosting our students as volunteers in your programs. Their experiences working with you are of tremendous value to them and for your willingness to work with our students are sincerely appreciative.

Recent and extensive changes to Act 15 of 2015 have amended provisions of the Child Protective Services Law and those changes directly impacts volunteers who are responsible for a student's welfare or who have "direct volunteer contact" with students. It is for this reason that we are writing to you to explain what is needed moving forward for our students to volunteer with your organization.

When a student serves as a volunteer with an employer or organization, the adult that is identified as the student's supervisor or the person responsible for the child's welfare is required to obtain three clearances (two of which are free of charge). The adult responsible for the student is also required to be in the immediate vicinity of regular intervals with the child during the program. Regular intervals is defined as having contact with a student at least once daily and not less than every four hours.

The required background checks for individuals working with students are as follows:

- Report of criminal history with the Pennsylvania State Police (PSP) which is free of charge. This clearance can be completed online at <http://epatch.state.pa.us/Home.jsp>
- A Child Abuse History certification from the Department of Human services which is also free of charge. This clearance can be completed online at <https://www.compass.state.pa.us/cwis/public/home>

- Any individual who has resided in Pennsylvania for the last 10 years is required to complete the enclosed affidavit.
- Any individual who has resided outside of Pennsylvania must complete a fingerprint based federal criminal history report.
<https://uenroll.identogo.com/workflows/1KG6XN>

Council Rock School District requires the clearances must be dated within one year of supervising Council Rock student volunteers. Once the documents are updated, if necessary, the clearances must be renewed every 60 months.

In order for our students to serve as volunteers with your organization, the above clearances must be furnished to the office of Human Resources at 30 North Chancellor Street, Newtown, PA 18940.

If you need any additional information, please contact Ms. Monica McLaughlin at 215-944-1000 or via email at mmclaughlin@crsd.org.

Thank you.

Sincerely,

M. Christine Taylor
Director, Human Resources