

Dear Volunteer,

The Ringgold School District welcomes and values volunteers in our schools. This letter contains information that will help you determine the type of clearances you will need in order to visit and/or volunteer in the Ringgold School District.

Recent changes to the Child Protective Services Law (CPSL) impact the requirements for individuals permitted to serve as a school volunteer. Effective July 1, 2016, all Ringgold volunteers must comply with the following. Under Act 153, volunteers must obtain clearances if they are likely to have direct contact (care, supervision, guidance or control and routine interactive with children). Clearances, for all employees and volunteers, will be required to be updated every five (5) years.

Ringgold School District distinguishes between volunteers and visitors in that a visitor is an individual who is attending and/or observing an event or activity without providing a service to the students, staff, or school/district operations. Examples include, but are not limited to: Parent/Teacher Conferences, School Assemblies/Concerts, Open House, etc. In this capacity, school visitors do not need clearances.

Ringgold School District classifies volunteers in two capacities: Assistive Volunteer and Independent Volunteer. If you are an assistive volunteer, you can complete the waiver form in place of the FBI Fingerprint clearance. If you are an independent volunteer, you will need to complete the actual FBI Fingerprint clearance.

- *Examples of Assistive Volunteers may include: homeroom parents/guardians, individuals who volunteer to assist in planning or conducting classroom celebrations, assisting in a book fair, concert/performance ushers, and individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity.*
- *Examples of Independent Volunteers may include: volunteer tutors, chaperones for field trips (including overnight), and individuals who volunteer to provide counseling or health-related services to students.*

If you are interested in volunteering at a single event or over a period of time, all Ringgold Volunteers are required to have the proper clearances. This includes, but is not limited to, Field Trips, PTA Events/Participation, Classroom Parties, etc.

The following clearances are required to volunteer in the Ringgold School District:

- Pennsylvania Child Abuse History (Act 151)
  - <https://www.compass.state.pa.us/cwis/public/home>, no fee for volunteers
- Pennsylvania State Police Criminal Record Check (Act 34)
  - <https://epatch.state.pa.us/Home.jsp>, no fee for volunteers
- FBI Federal Criminal History (fingerprint) (Act 114)
  - [https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm), (\$27.00 fee)
  - Waiver form for assistive volunteers (no fee, form can be found on our website)

Ringgold School District's policy on Volunteers can be found on our website, Board of Education, School District Policy Manual, Section 916. Additional information regarding Act 153 can be found at the Department of Human Services website, <http://keepkidsafe.pa.gov/>.

Once you have all three clearances, copies must be turned into the Central Office at 400 Main Street, New Eagle, PA 15067. **Please call 724-258-9329 x1134 to make an appointment.** Appointments will be on Tuesdays and Thursdays. Be sure to have a photo ID with you. All volunteers must appear in person, your photo will be taken and a volunteer badge will be made and mailed to you.

If you have already turned in clearances to your building principals, copies will be sent to the Central Office, but you will still need to make an appointment to have your photo taken for a badge.

**You will need to present/wear your badge every time you are volunteering.** If you lose your volunteer ID, there will be a \$5.00 fee for replacement cards.

If you have any questions, please contact Nikki Mathews at 724-258-9329 x1134.

Sincerely,

Dr. Karen L. Polkabila, Superintendent

KLP/nmm