



REDBANK VALLEY SCHOOL DISTRICT
920 Broad Street New Bethlehem Pennsylvania 16242 (814) 275-2426
Believe Unite Learn Lead Develop Overcome Grow Serve



Ms. Sandy Shirey
Elementary Principal

Mr. Roddy Hartle
High School Principal

Mrs. Kelly Ripple
Director of Special Ed.

Mrs. Rochelle Reitz
Business Manager

Dr. Michael Guidice
Superintendent

To: Prospective and Current Employees, Independent Contractors, Volunteers, and Chaperones

From: Dr. Michael Guidice, Superintendent

Date: April 1, 2026

Re: Clearance Requirements

The Redbank Valley School District requires all employees, contractors, and certain volunteers to comply with Pennsylvania law and Board Policy 916 regarding background clearances and reporting obligations. Individuals may not begin service until all required documentation is received, reviewed, and approved.

I. Employees and Independent Contractors

Individuals who will have **direct contact with students** must obtain and submit the following clearances prior to employment:

1. Pennsylvania Child Abuse History Certification (Act 151)
2. Pennsylvania State Police Criminal History Record Check (Act 34)
3. Federal Criminal History Record Information (FBI Fingerprinting – Act 114)

Clearances must be **current (within 60 months)** and must be renewed every five (5) years thereafter.

For **new hires**, all clearances must be **dated within one (1) year of the date of hire**, unless the individual qualifies for clearance portability under Pennsylvania law.

Arrest/Conviction Reporting Requirement (Act 24)

All employees and contractors are required to report, within **72 hours**, any arrest or conviction for an offense listed under Section 111(e) of the Public School Code using PDE Form 6004.



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Employment History Review (Act 168)

Applicants must complete the Sexual Misconduct/Abuse Disclosure Release forms for all current and former employers that were school entities and/or positions involving direct contact with children. The District will submit these forms to prior employers, who are required to respond within 20 business days.

II. Volunteers (Board Policy 916)

Volunteers are classified into two categories under Board Policy 916:

A. Position Volunteers

Position Volunteers are individuals who:

- Have **direct volunteer contact with children**, or
- Are responsible for the child's welfare

Examples include field trip chaperones, coaches, tutors, and activity advisors.

Requirements for Position Volunteers

Prior to approval, Position Volunteers must submit:

1. Pennsylvania Child Abuse History Certification
2. Pennsylvania State Police Criminal History Record Check
3. Federal Criminal History Record Information (if required by law)
4. Volunteer Disclosure Statement (affirming no disqualifying offenses)

All certifications must be **less than 60 months old** and must be renewed every five (5) years.

Position Volunteers must also:

- Be **approved by the Board** prior to service
- Report within **72 hours** any arrest, conviction, or child abuse finding as required by law
- Comply with all district policies, procedures, and supervision requirements



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B. Guest Volunteers

Guest Volunteers:

- Do **not** have direct volunteer contact with children
- Work under the supervision of a district employee

Examples include assisting with classroom parties, events, or short-term activities.

Guest Volunteers are approved at the building level and may not require full clearances depending on the nature of the assignment and level of supervision, in accordance with Board Policy 916.

Supervision and Conduct

All volunteers:

- Must be supervised by a district employee
- Are expected to maintain appropriate professional relationships with students
- Must follow all district policies and procedures

Confidentiality

Volunteers may not access or disclose confidential student information unless authorized and necessary to perform assigned duties.

Definition of Direct Contact with Children

“Direct contact with children” is defined as the care, supervision, guidance, or control of children or routine interaction with children.

Submission Instructions

All required documentation must be submitted to the Superintendent’s Office. Individuals may not begin employment or volunteer service until all requirements have been met and approval has been granted.



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For current forms and instructions, visit:

- [Pennsylvania Department of Education \(PDE\)](#)
- [Child Welfare Information Solution \(CWIS\)](#)
- [PA State Police PATCH](#)
- [Identogo \(FBI Fingerprinting\) using Service Code 1KG6XN](#)
- [Act 24: Arrest / Conviction Report Form](#)
- [Act 168: Sexual Misconduct Disclosure Release](#)

For questions regarding clearance requirements, please contact the Superintendent's Office.

The Redbank Valley School District is an equal opportunity educational institution.