GREENCASTLE-ANTRIM SCHOOL DISTRICT

Superintendent: C. Gregory Hoover, Ed. D
Director of Educational Operations: Robert B. Crider
Director of Reading & Federal Programs: Molly A. Moran
Director of Special Education: Edmund C. Wingerd

500 East Leitersburg Street
Greencastle, PA 17225

District Telephone (717) 597-3226

"To create and provide opportunities for all students to become lifelong learners and productive citizens"

E.O.E

Dear Parent Volunteers,

First of all, thank you for volunteering your time and energy to the Greencastle-Antrim School District. We certainly could not provide the all-around educational experience to the students of the district without your support.

The Board of School Directors has passed a "School Volunteer" policy with its main goal in mind to help protect our students when in school and participating in school activities. The policy requires volunteers to go through appropriate state and federal screenings as well as complete a tuberculosis examination. Once you have completed the screening process and you volunteer once a school year, you do not have to go through the process again.

Volunteers shall be required, at the expense of the individual to:

1. Obtain a current (less than one year old) Act 34 State Police Criminal History Background Clearance.
2. Obtain a current (less than one year old) Act 151 PA Child Abuse History Clearance.
3. Obtain a current (less than two years old) tuberculosis test.

Links to the PA Child Abuse Clearance and Pennsylvania Access to Criminal History websites are listed below. Each website link contains the necessary form to complete. Once you have completed your clearance paperwork, follow the directions to submit each form. Originals will be mailed back to you. Once you receive your clearances, please bring them to the Elementary office so that a copy can be made for your file.

An updated tuberculosis test is also required. If you have had a Tb test within the last two years a copy of the results will need to be provided. GASD holds a "Volunteer Fair" twice a school year and tuberculosis tests are offered. You may also see your physician for a tuberculosis test.

If you have any questions, please call 597-3226 ext. 30517. Again, thank you for your interest in volunteering.

Sincerely,

Robert Crider
Director of Educational Operations

RC:wap

PENNSYLVANIA CRIMINAL HISTORY CHECK

Greencastle-Antrim School District
500 E. Leitersburg Street
Greencastle, PA 17225
(717) 597-3226

The following are the instructions for obtaining the Pennsylvania State Police Request for Criminal History Record Check. The application for this background check can be submitted one of two ways; (1) online or (2) by paper form.

* Application process via the Pennsylvania Access to the Criminal History (PATCH) website:

- Access the PATCH website https://epatch.state.pa.us - 24 hours/day, 7 days/week
- The applicant will pay a fee of $10.00 for the background check. When using the website, you must use a credit card to pay this fee. If you do not have a credit card, you will need to submit your application via the paper form (see next instructions)
- From the homepage, click on "Submit a New Record Check" under **Credit Card Users**
- Next you will be presented with the Terms and Conditions for the Use of PATCH. Read carefully and click "Accept."
- Continue through the application process by completing the requested fields (note: under REASON FOR REQUEST, select "Employment")
- Write down the Control Number and Request Date and provide this information to the Human Resources in order to validate the results
- Once this background check has been requested, one of the following possible responses will be immediately received:
    - "NO RECORD" – indicates that there in no criminal history information contained in the files of the Pennsylvania State Police Central Repository. **THE CERTIFICATION FORM/SCREEN FOR "NO RECORD" SHOULD BE PRINTED AND USED AS THE ORIGINAL.** This will need to be returned to Human Resources. A copy will be made for your file and the original returned to you.
    - "PENDING" – indicates that a response did not come back quick enough. If this is the response received, please check the status at a later time.
    - "REQUEST UNDER REVIEW" – indicates that the user must periodically check back to determine that final status which would be either "NO RECORD" or "RECORD"

~ Over ~

- All "RECORD" status requests will be mailed to the address provided by the applicant and this document must be returned to Human Resources. A copy will be made for your file and the original returned to you.

* Application process via form SP4-164, Pennsylvania State Police Request for Criminal Record Check

- Request form SP4-164 from Human Resources or from the Pennsylvania State Police website: www.psp.state.pa.us (click on PUBLIC SERVICES)

- Applicant needs to complete Part I only. Include your name, address, and telephone number as the Requester. Do not use the name or address of the District as the Requester.

- Under the REQUESTER IDENTIFICATION section, check the box for "Individual/Noncriminal Justice Agency"

- Under the REASON FOR REQUEST, section, check the box for "Employment"

- Enclose a certified check or money order for $10.00, payable to the "COMMONWEALTH OF PENNSYLVANIA." **NO** cash or personal checks will be accepted.

- Mail application to: **Pennsylvania State Police Central Repository-164**
  1800 Elmerton Avenue
  Harrisburg, PA 17110-9758

- The State Police will process the applications as they arrive. The State Police will return the Criminal Record Check to the applicant by mail within approximately 4 weeks. To inquire on the status of your Criminal Record Check, call 717-783-9144.

- The background check results need to be returned to Wendy Peterson at Greencastle-Antrim Elementary School. A copy will be made for your file and the original returned to you.

DEPARTMENT OF PUBLIC WELFARE CHILD ABUSE REPORT

Greencastle-Antrim School District
500 E. Leitersburg Street
Greencastle, PA 17225
(717) 597-3226

The necessary form to complete can be found on the Pennsylvania Department of Public Welfare's (DPW) website. Use the following link to reach the homepage: http://www.dpw.state.pa.us. Complete the following steps in order to obtain the required form:

- On the left-hand side of the homepage, click on **Find a Form**
- Scroll down page and under "Topics Related to Find a Form," click on **Child Abuse History Clearance Forms**
- Read all information under **Pennsylvania Child Abuse History Clearance Instructions**
- At the end of the Pennsylvania Child Abuse History Clearance Instructions, click on **CY113 form – English Child Abuse Clearance**

First, go to page 3 of the form and read in its entirety the "Directions to Complete the Pennsylvania Child Abuse History Clearance Application." Only Section 1, or the first page of the application, must be completed. Page 2 is for DPW's use only.

Please note that for ALL prospective school employees AND volunteers, the **School Employee** box should be checked under the "Purpose of Clearance" item on the application.

Remember to enclose a **$10.00 money order, payable to: DEPARTMENT OF PUBLIC WELFARE**, for each application. No cash or personal checks are accepted. Agency or business checks are acceptable. Do not send any postage paid return envelopes.

Mail application to:
CHILDLINE AND ABUSE REGISTRY
DEPARTMENT OF PUBLIC WELFARE
P.O. BOX 8170
HARRISBURG, PA 17105-8170

Clearance results will be mailed directly to you and not the District. You must bring the original clearance results in to the Volunteer Coordinator for review. A copy will be made and the original returned to you for your records.

ARREST / CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011)

Section 1. Personal Information

Full Legal Name: _____ **Date of Birth:** _____

Any former names by which you have been identified: _____

_____

Section 2. Report of Arrest or Conviction

☐ By checking this box, I report that I *HAVE BEEN* arrested for or convicted of an offense or offenses enumerated under 24 P.S. §1-111(e) ("Reportable Offense(s)"). See Instructions on Page 2 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

Details of Arrests or Convictions

For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested or convicted, the date and location of arrest and/or conviction, and the applicable court.

_____

_____

_____

_____

_____

_____

Section 3. No Arrest or Conviction

☐ By checking this box, I state that I have *NEVER* been arrested for or convicted of any Reportable Offense.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct, and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

_____ _____

Signature *Date*

INSTRUCTIONS

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §1-111(e).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by ***all*** current employees of a public or private school, intermediate unit or area vocational-technical school by December 27, 2011. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §1-111(e) and occurring after September 28, 2011. In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

An offense enumerated under 24 P.S. §1-111(e) (a "Reportable Offense") consists of any of the following:

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An offense **SIMILAR IN NATURE** to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

GREENCASTLE-ANTRIM SCHOOL DISTRICT
500 E. Leitersburg Street, Greencastle, PA 17225
Phone (717) 597-3226
www.greencastle.k12.pa.us

VOLUNTEERS, STUDENT INTERNS, STUDENT TEACHERS, and SUBSTITUTES: CONFIDENTIALITY AGREEMENT

Students in the Greencastle-Antrim School District have the right to expect that information about them will be kept confidential by **ALL** volunteers, student interns, student teachers, and substitutes. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the **Family Educational Rights and Privacy Act** (known more commonly as **"FERPA"**). Among other provisions, **FERPA** allows the government to withdraw federal funds from any educational institution, including the Greencastle-Antrim School District, which disseminates a student's educational records without his or her parent's consent.

- Each student with whom you work has the right to expect that nothing that happens to him or her will be repeated to anyone other than authorized school district employees, as designated by the administrators at each school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well being.
- You may not share information regarding a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or healthcare professionals. You must refer all such questions to the school district employees so authorized to do so, typically the student's teacher or building principal. The only exception is in the event of an urgent medical emergency, in which confidential information may be necessary for a student's medical care.
- Parents, friends, or community members may in good faith ask you questions about a particular student. Again, you must refer all such questions to the authorized school district employees. You may not share information about a student even with members of your own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just disrespectful, it is against the law.

Agreement

I _____, as a volunteer, student intern, student teacher, or substitute for the Greencastle-Antrim School District, agree to never disclose information about a student's records to anyone other than an authorized school district employee. I will refer all requests for such information from those not directly involved in the student's education to an authorized school district employee.

_____ _____

Signature Date
02-24-12