

VOLUNTEER COACH INFO

Need the following **DOCUMENTS** (we can make copies):

1. Child Abuse clearances – within 5 years
2. Criminal History – within 5 years
3. FBI Fingerprinting – within 5 years
4. TB Test results within 3 months
5. Act 24 – Arrest Conviction Report and Certification Form
6. Mandated Reporter Protocol

All of above must be received **PRIOR** to coaching and in accordance with Act 153 of 2014, the clearances must be completed every five years.

All Volunteers of the Ellwood City Area School District:

The passing of HB 435 signed into law as Act 153 of 2014 on December 31, 2014, requires changes in clearance requirements of all volunteers (i.e. coaches, PTO members, chaperones, etc.) of school districts.

Therefore according to our School Board Policy 916, revised in July 2015, the Ellwood City Area School District is requiring all volunteers who have direct contact with children to have all three clearances, Child abuse, Criminal, and FBI every 5 years and they must be on file in the Superintendent's office prior to their expiration date.

Child Abuse and the Criminal History clearances can both be done online, FBI fingerprinting registration is online, but requires you to go to a fingerprint site for the actual fingerprinting. Listed below is the website for each):

1. Child Abuse – The PA Child Abuse clearance can now be completed online.
<https://www.compass.state.pa.us/cwis/public/home> Click on website which will walk you through the process of creating a new account in Compass to allow you to complete the Child Abuse clearance online. Make sure you select Department of Education and Volunteer. This clearance is now free for volunteers. The online process takes approximately 20-30 minutes to complete and either will be available to print immediately or you will get an email within 14 days with the clearance to print.
2. Criminal History – <https://epatch.state.pa.us> . Click on website which brings you to “PA Access to Criminal History”. About center of the page click on Submit a New Record Check. This will allow you to complete the info, you will be able to print the result immediately. Make sure you click on the blue “CERTIFICATION” Form print. This will print the actual result we need. This clearance is now free.
3. FBI Fingerprinting: **You MUST register online first.** Go to the following website to register 24 hours a day, seven days a week. Also listed are fingerprint site locations and their hours. You may select the location that is most convenient to you (i.e. New Castle, MIU 4 in Grove City, Wexford, Butler, Monaca):
<https://uenroll.identogo.com>. Enter Service code: 1KG6XN. The cost for fingerprinting for volunteers through PDE is \$22.60 at fingerprint site with a credit card, debit card, money order, or cashier check. No personal checks or cash will be accepted. Once you have registered you will be given a UEID number. You must have that number before going to the fingerprint site. You then take that number along with your driver's license to the site of your choice to be fingerprinted. That UEID# is what the school needs to check your fingerprint result online.



ELLWOOD CITY AREA SCHOOL DISTRICT

501 Crescent Avenue
Ellwood City, PA 16117
Phone 724-752-1591 x 3013 Fax 724-752-8556

TO: New Employees/Substitutes/Volunteers

FROM: Administration/Health Services

SUBJECT: Mantoux Testing

Mantoux Testing, an aid in the detection of mycobacterium tuberculosis, is mandated by the state of Pennsylvania for all school personnel, substitutes and volunteer coaches who provide any direct service to students. The Mantoux Test should be scheduled by you with your family physician.

If you have previously had a positive reaction to the Mantoux Test, a chest x-ray must be done. The results of either the Mantoux Test or x-ray must be dated within the last three months prior to the date the school receives the results for it to be valid.

Submit original result, from your doctor's office (on their prescription pad) of the Mantoux Test or the x-ray to the Superintendent's Office, prior to your date of service, where it will be kept on file.

Thank You.

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

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. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

- By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- 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) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

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

Section 3. Child Abuse

- By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

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

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) 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:

<ul style="list-style-type: none"> ▪ 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) 	<ul style="list-style-type: none"> ▪ 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)
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- (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.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

Mandated Reporter protocol for Ellwood City Area School District

In correspondence with School Board Policy #806 and within the state of Pennsylvania, any person who is employed by the school or who is an independent contractor with the school is a mandated reporter of child abuse. The following information outlines the steps when a district employee or independent contractor is reporting child abuse.

1. If child abuse/neglect is reported to the Mandated Reporter, the Mandated Reporter will complete the CY-47 Form and call Childline at 1-800-932-0313 on a secure, private line or complete the online form after creating an account at <https://www.compass.state.pa.us/cwis/public/home>
2. Suspected child abuse must be reported immediately even if it is by a third party reporter. If mandated reporter is informed of an incident the Mandated Reporter should contact the building principal/building secretary to cover their classroom to make the report. If available, the principal, school counselor, school psychologist or special education director can sit with staff when they make the childline call. However, those staff members cannot make the call for the mandated reporter who the abuse was initially reported to.
3. The Mandated Reporter will report suspected child abuse to the building principal after the Childline call or the electronic form to Childline is completed, if the principal was not previously informed.
4. The Mandated Reporter will fax the CY-47 to the local Children and Youth Services office with the documented Childline employee's name. If the online form is completed, this step will not need to be completed.
5. If the mandated reporter and the building administrator determine the student is in immediate danger after consulting with childline, the local police will be contacted.
6. The Original CY-47 Form and the fax confirmation sheet will be sent to Central Office. If the online form is completed, this step will not need to be completed.
7. If CYS comes to interview the student, the Mandated Reporter should be made available to answer any questions the CYS worker may have.
8. CYS members will need a court order if they want to take custody of the student.
9. The Ellwood City Area School District in compliance with this Act requires that all school employees who have direct contact with students complete the 3 hour online training: Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania.
10. This course is approved for 3 continuing education credits and has been approved by the PA Department of Human Services and the PA Department of State to meet ACT 31 Child Abuse Recognition and Reporting Training requirements. Additionally, this course has been approved by the PA Department of Education to meet the Recognizing Child Abuse and Mandated Reporting components of Act 126 of 2013 training requirements.

Please go to the following website to register and begin your online training. Once you have completed the training, please be sure to print your certificate and turn it into the Superintendent's office. This training is required every five years and is a condition of employment. www.ReportAbusePa.Pitt.edu