

Bethlehem Area School District
Bethlehem, Pennsylvania
Volunteers and School Helpers Application

Bethlehem Area School District volunteers and school helpers are required to complete a Vital Statistics Information Form and Clearance Certificate before they are permitted to provide volunteer services in the school district.

Bethlehem Area School District welcomes and encourages volunteers and school helpers in its schools and classrooms. As a measure to ensure the safety of the district students and staff members, all volunteers must be screened prior to having contact with students. A volunteer's name will be processed through the Pennsylvania State Police Megan's Law web site to clear the individual as not being a registered sex offender. A volunteer with more than incidental contact with students and staff members (more than one exposure across more than one day) is required to receive a tuberculosis screening. A volunteer must be documented free from tuberculosis before serving as a volunteer or school helpers.

Formal Legal Name: _____
First Name Full Middle Name Last Name

Maiden Name: _____

Student(s) Name(s) _____

Home Street Address: _____
City/Town, State and Zip: _____
Home Telephone Number: _____

Place of Employment: _____
Employment Address: _____
Employer Telephone Number: _____

Clearance Certificate

I affirm I have not been convicted, within the five (5) years immediately preceding today's date, of any of the offenses set forth in Section 111 of the Pennsylvania School Code (see back). Further, I affirm I have never been named as a perpetrator of a founded report of serious bodily injury, sexual abuse, or sexual exploitation of a child.

I grant Bethlehem Area School District permission to seek Act 34 and Act 151 clearances for me at the district's expense, at any time that may be necessary according to the discretion of the district's administrators.

Date: _____
Signature of Volunteer or School Helper

Screenings:
Tuberculosis: Date administered _____ Date Read _____ Nurse's Initial _____
Megan's Law: Date Accessed _____ Date Screened _____ Admin.'s Initials _____
Picture Identification Type: _____ Date Confirmed _____

Check all that apply – I wish to volunteer in the following buildings:

| Elementary | | | | Middle | High |
|-------------------------------------|--|---|---|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Asa Packer | <input type="checkbox"/> Farmersville | <input type="checkbox"/> Hanover | <input type="checkbox"/> Miller Heights | <input type="checkbox"/> Broughal | <input type="checkbox"/> Freedom |
| <input type="checkbox"/> Calypso | <input type="checkbox"/> Fountain Hill | <input type="checkbox"/> James Buchanan | <input type="checkbox"/> Spring Garden | <input type="checkbox"/> East Hills | <input type="checkbox"/> Liberty |
| <input type="checkbox"/> Clearview | <input type="checkbox"/> Freemansburg | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Thomas Jefferson | <input type="checkbox"/> Nitschmann | |
| <input type="checkbox"/> Donegan | <input type="checkbox"/> Governor Wolf | <input type="checkbox"/> Marvine | <input type="checkbox"/> William Penn | <input type="checkbox"/> Northeast | |

Sec. 111 Background checks of prospective employees; conviction of employees of certain offenses

(a) This section shall apply to all prospective employees of public and private schools, intermediate units and area vocational-technical schools, including independent contractors and independent contractors and their employees that have no direct contact with children.

(b) Administrators of public and private schools, intermediate units and area vocational-technical schools shall require prospective employees to submit with their employment application, pursuant to 18 Pa.C.S. Ch.91 (relating to criminal history record information), a report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. Such criminal history record information shall be limited to that which is disseminated pursuant to 18 Pa.C.S. § 9121 (b) (2) (relating to general regulations) and shall be no more than one (1) year old. An applicant may submit a copy of the required information with the application for employment. Administrators shall maintain a copy of the required information and shall require each applicant to produce the original document prior to employment. Administrators shall require contractors to produce the original document for each prospective employee of such contractor prior to employment.

(c) Where the applicant is not a resident of the Commonwealth, administrators shall require the applicant to submit with the application for employment a report of Federal criminal history record information pursuant to the Federal Bureau of Investigation appropriation of Title II of Public Law 92-544, 86 Stat.1115, and the department shall be the intermediary for the purpose of this section.

(d) The State Board of Education shall, in the manner provided by law, promulgate the regulations necessary to carry out this section. The regulations shall provide for the confidentiality of criminal history record information obtained pursuant to this act.

(e) No person subject to this act shall be employed in a public or private school, intermediate unit or area vocational-technical school where the report of criminal history record information indicates the applicant has been convicted, within five (5) years immediately preceding the date of the report, of any of the following offenses:

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|---|--|
| (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 2901 (relating to kidnapping). | Section 2902 (relating to unlawful restraint). |
| Section 3121 (relating to rape). | Section 3122 (relating to statutory rape). |
| Section 3123 (relating to involuntary deviate sexual intercourse). | Section 2709.1 (relating to stalking) |
| Section 3126 (relating to indecent assault). | Former Section 2709 (b) (relating to stalking) |
| Section 3127 (relating to indecent exposure). | Section 4302 (relating to incest) |
| Section 4303 (relating to concealing death of child born out of wedlock). | Section 3124.1 (relating to sexual assault) |
| Section 4304 (relating to endangering welfare of children) | Section 3122.1 (relating to statutory sexual assault) |
| Section 4305 (relating to dealing in infant children). A felony offense | Section 3125 (relating to aggravated indecent assault) |
| under section 5902(6) (relating to prostitution and related offenses). | |
| Section 5903(c) or (d) (relating to obscene and other sexual materials). | |
| Section 6301 (relating to corruption of minors). | Section 6312 (relating to sexual abuse of children). |
| (2) An offense designated as a felony under the act of April 14, 1972 | |
| (P.L.233, o. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act." | |
| (3) An out-of-State or Federal offense similar in nature to those crimes listed in clauses (1) and (2). | |

(f) The requirements of this section shall not apply to employees of public and private schools, intermediate units and area vocational-technical schools that meet all the following requirements:

- (1) The employees are under twenty-one (21) years of age.
- (2) They are employed for periods of ninety (90) days or less.
- (3) They are a part of a job development and/or job training program funded in whole or in part by public or private sources. Once employment of a person who meets these conditions extends beyond ninety (90) days, all requirements of this section shall take effect.

(g) An administrator, or other person responsible for employment decisions in a school or other institution under this section who willfully fails to comply with the provisions of this section commits a violation of this act and shall be subject to civil penalty as provided in this section.

- (1) The department shall have jurisdiction to determine violators of this section and may, following a hearing, assess a civil penalty not to exceed two thousand five hundred dollars (\$2,500).
- (2) The civil penalty shall be payable to the Commonwealth.

(h) No person employed in a public or private school on the effective date of this section shall be required to obtain the information required herein as a condition of continued employment. Any person who has once obtained the information required under this section may transfer to another school in the same district or established and supervised by the same organization and shall not be required to obtain additional reports before making such transfer.

(i) Notwithstanding subsections (b) and (c), administrators may employ applicants on a provisional basis for a single period not to exceed thirty (30) days or, for out-of-State applicants, a period of ninety (90) days, except during a lawful strike proceeding under the provisions of the act of July 23, 1970 (P.L.563, No.195), known as the "Public Employee Relations Act," provided that all of the following conditions are met:

- (1) The applicant has applied for the information required under subsection (b) and, where applicable, under subsection (b) and, where applicable, under subsection (c) and the applicant provides a copy of the appropriate completed request forms to the administrator;
- (2) The administrator has no knowledge of information pertaining to the applicant which would disqualify him from employment pursuant to subsection (c);
- (3) The applicant swears or affirms in writing that he is not disqualified from employment pursuant to subsection (c);
- (4) If the information obtained pursuant to subsection (b) or (c) reveals that the applicant is disqualified from employment pursuant to subsection (e), the applicant shall be suspended and subject to termination proceedings as provided for by law; and
- (5) The administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the immediate vicinity of a permanent employee.