

CANON-McMILLAN SCHOOL DISTRICT
One North Jefferson Avenue
Canonsburg, PA 15317

Telephone (724) 746-2940

EMPLOYMENT APPLICATION
Support Staff

Date: _____ So. Sec. No.: _____

Name: _____ Marital Status: _____

Address: _____ Phone No.: _____

_____ Email: _____

Application for Position: (Check all that apply)

| | Secretary | Special Ed. Aide (Para) | Van Driver | Van Monitor | Food Services (Cafeteria) | Custodial | Bus Driver | Maintenance | Coach / Extra-Curricular |
|-------------------|-----------|-------------------------|------------|-------------|---------------------------|-----------|------------|-------------|--------------------------|
| Full-Time | | | | | N/A | N/A | N/A | | |
| Substitute | | | | | | | | N/A | N/A |

This application will be on file for six (6) months from the date of entry and then removed at the end of that period. Contact the District in writing by the end of the six-month period in order for the District to retain your application as current for another 6 months.

Candidates recommended for election are required to have a physical examination, TB test, Act 34, Act 151 and FBI fingerprint clearances at their own expense prior to beginning their duties.

EDUCATION

| | Number of Years | Name of School | Courses | Year Graduated |
|-------------------|-----------------|----------------|---------|----------------|
| Elementary School | | | | |
| High School | | | | |
| College | | | | |
| Other | | | | |

PREVIOUS EMPLOYMENT
(Past Three Employers)

Present or Last Employer:

Name: _____

Address: _____ Supervisor: _____

Position Held: _____ Start Date: _____ End Date: _____ Salary: _____

Reason for Leaving: _____

Present or Last Employer:

Name: _____

Address: _____ Supervisor: _____

Position Held: _____ Start Date: _____ End Date: _____ Salary: _____

Reason for Leaving: _____

Present or Last Employer:

Name: _____

Address: _____ Supervisor: _____

Position Held: _____ Start Date: _____ End Date: _____ Salary: _____

Reason for Leaving: _____

PERSONAL REFERENCES
(Do Not Use Relatives)

| Name | Phone Number | Email Address | Occupation |
|------|--------------|---------------|------------|
| | | | |
| | | | |
| | | | |

PERSONAL INFORMATION
(ONLY COMPLETE AREAS RELEVANT TO YOUR AREA OF INTEREST)

TRANSPORTATION APPLICANTS ONLY (BUS DRIVER, VAN DRIVER, VAN MONITOR)

Do you have a valid Pennsylvania Driver's Licence? _____

Do you have or have you had a valid Commercial Driver's License? _____

If so, is it a Class A, Class B, or Class C? _____

Do you have or have you had a PA School Bus Driver's License? _____

Have you had the Air Brake Restriction removed? _____

What Commercial Endorsements do you have? (Please check all that apply.)

H _____ T _____ N _____ P _____ X _____ S _____

Has your driver's license ever been suspended or revoked? _____

If so, when and why? _____

Have you had any type of vehicle accident in the past three years? _____

If so, when and why? _____

Have you ever been convicted of a moving traffic violation in the past five years? _____

CUSTODIAL & MAINTENANCE APPLICANTS ONLY

What are your skills and interests? (Please check all that apply.)

- | | | | |
|------------------------|---------------------|------------------|-------------------|
| _____ General Cleaning | _____ Refrigeration | _____ Electrical | _____ Masonry |
| _____ Window Washing | _____ Carpentry | _____ Painting | _____ Roof Repair |
| _____ Grounds Keeping | _____ Plumbing | _____ Plastering | |

Others, List: _____

Have you ever received previous certified training? If so, please attach a copy.

FOOD SERVICE APPLICANTS ONLY

Have you had any experience and/or training in institutional food preparation? _____

If so, please describe: _____

SECRETARIAL & PARAEUCATOR APPLICANTS ONLY

Which programs are you proficient in? (Please check all that apply)

Microsoft Word Microsoft Excel Access Database
 Microsoft PowerPoint Google Docs Google Sheets

Other programs used, please specify: _____

Types of office machinery you have operated: _____

EXTRA-CURRICULAR / COACH APPLICANTS ONLY

Have you had any training in the position you are seeking? If so, please explain: _____

What experience have you had working with children? _____

ALL APPLICANTS

Remarks or other information about you: _____

Signature of Applicant: _____

Completed applications can be turned in at:
Canon-McMillan Central Office
1 North Jefferson Avenue
Canonsburg, PA 15317

Please call 724-746-2940x 9105 to schedule an appointment.

COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA DEPARTMENT OF HEALTH
SCHOOL PERSONNEL HEALTH RECORD

I. Patient Information

| | | | | |
|------------------------------|------------------|----------------|-----------|----------------|
| Last Name | First | MI | Sex | Date of Birth |
| Social Security Number | | Home Telephone | | Work Telephone |
| Mailing Address | Street | City | State | Zip |
| Usual Source of Medical Care | Physician's Name | Address | Telephone | |
| Emergency Contact - Name | Relationship | Address | Telephone | |

II. Immunization History

| VACCINE | Enter Month, Day, and Year Each Immunization was Given | | | BOOSTERS & DATES | |
|-------------------------|--|-------------|----|------------------|----|
| | DOSES | | | | |
| Diphtheria and Tetanus* | 1. | 2. | 3. | 4. | 5. |
| Hepatitis B | 1. | 2. | 3. | | |
| Measles, Mumps, Rubella | 1. | 2. | | | |
| Other _____ | 1. | Other _____ | 1. | | |

* Tetanus and Diphtheria are usually received in combined vaccines such as DTP, DtaP, DT, or Td

III. Required Tuberculosis Test Results (as per Regulations of the Department of Health)

| DATE APPLIED | ARM | METHOD | ANTIGEN | MANUFACTURER | SIGNATURE |
|--------------|--------------|--------|-----------|--------------|-----------|
| | | | | | |
| DATE READ | RESULTS (mm) | | SIGNATURE | | |
| | | | | | |

For previously known/new positive reactors: _____

Chest X-ray: Date: _____ Results: _____ Other: Date: _____ Results: _____
(Attach a copy of the report.) (Attach a copy of the report.)

Preventive Anti-Tuberculosis Chemotherapy ordered: No Yes Date: _____

IF SIGNIFICANT REACTION WAS REPORTED, THE PHYSICIAN REPORT MUST STATE THAT THE APPLICANT IS FREE FROM CURRENT TUBERCULOSIS DISEASE OR IS UNDER ADEQUATE CHEMOTHERAPY FOR TUBERCULOSIS DISEASE:

Canon-McMillan

SCHOOL DISTRICT

ONE NORTH JEFFERSON AVENUE
CANONSBURG, PENNSYLVANIA 15317
(724) 746-2940
FAX (724) 746-9184

COMMITMENT TO EXCELLENCE

MICHAEL W. DANIELS, M.S.
Superintendent of Schools

SCOTT W. CHAMBERS, M.E.
Assistant Superintendent

JONI MANSMANN, M.Ed.
Director of Business and Finance

TIMOTHY J. McCULLOUGH, M.S.
Director of Human Resources

GRACE M. LANI, M.P.M.
Director of Curriculum and Instruction

Dear Applicant:

Thank you for your interest regarding employment in the Canon-McMillan School District. Every consideration will be given to you for the position in which you are interested.

The packet you have received contains the following forms: Employment application, a form to adhere to the Anti-Nepotism Policy, and a copy of the Anti-Nepotism Policy.#304.1.

When a position becomes available, a letter of interest must be submitted before the posted deadline. The application information you submit will be considered in the "paper screening" process. Final candidates for positions will be interviewed. If you receive reasonable assurance of employment, you will be given a School Personnel Health Record form. A physical examination, including a tuberculosis test, is required of all prospective employees.

The School Personnel Health Record, the Act 34 Criminal History Record Clearance from the Pennsylvania State Police, the Federal (FBI) Clearance, and the Act 151 Pennsylvania Child Abuse History Clearance from the Department of Public Welfare must be received before any hiring recommendation will be made. Costs for the pre-employment physical examination, tuberculosis testing, the Act 34 Criminal History Record Clearance, FBI Fingerprint Clearance, and the Pennsylvania Child Abuse History Clearance must be borne at the expense of the applicant.

Your application will be considered active for six (6) months. If you are not yet employed during this period and still wish to be considered as an active applicant, please advise us before the anniversary day of your application. Upon your request, we will renew your application for an additional six-month period. However, in the event any new position is posted or advertised, you will be required to apply at that time.

Sincerely,

Canon-McMillan School District



Michael W. Daniels, M.S.
Superintendent of Schools

MD/db

The Mission of the Canon-McMillan School District, in partnership with the community, is to invest in our greatest resource, our students. We strive to teach, challenge and support all students to prepare them for college and careers with the information and skills necessary to compete, achieve and serve as leaders in a global economy as ethical and responsible citizens.
We are an equal rights and opportunity school district.



| | |
|--------------|------------------|
| Book | Policy Manual |
| Section | 300 Employees |
| Title | Nepotism |
| Code | 304.1 |
| Status | Active |
| Adopted | August 20, 2007 |
| Last Revised | December 2, 2013 |

Purpose

The hiring of a school employee related to a member of the School Board, administrator or other management level employee may arouse public suspicion that the employee was hired on the basis of relationship rather than merit. Thus, the purpose of this policy is to prevent nepotism in the hiring of school employees and to avoid even the appearance of impropriety.

Definitions

School board member shall mean any person who is elected or appointed as a director of the school district.

Administrator shall mean any member, employed or contracted, of the school district's management which includes but is not limited to central office administrators, principals, assistant principals, supervisors, and directors.

Relative shall mean parent, foster parent, parent-in-law, child, spouse, brother, sister, foster brother, foster sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, nieces, nephews, uncles, aunts, and first cousins.

Authority

No applicant for any paid employment, exceeding \$10,000.00, who is a relative of a School Board member or administrator shall be employed by the school district.

No employee of the district shall be retained in any position where the employee has direct supervisory responsibility for, or is supervised by, a relative. This provision shall be implemented by reassigning the supervised or supervisory employee. No employee currently employed at the time of this adoption shall be subject to this section.

Persons related to school district employees who are not administrators or Board members may be considered for employment and recommended to the Board, provided that the applicant is not being considered for a position where s/he will have direct supervisory responsibility for, or be supervised by, a relative. When the administration is aware that a recommended candidate is a relative of a district employee, the Board shall be informed of the relationship prior to the time the recommendation appears on the agenda.

Nothing contained in this policy shall affect any person already employed by the school district if a relative is subsequently elected to the Board.

All applicants for paid employment shall be submitted to the Board for approval.

Legal 24 P.S. 1111
 Pol. 304

Last modified by Aaron Tolbert-Smith on July 2, 2015.

Canon-McMillan School District

**APPLICANT: PLEASE COMPLETE AND RETURN THIS FORM
TO ADHERE TO THE DISTRICT'S ANTI-NEPOTISM POLICY**

Dear Applicant:

The Canon-McMillan School District operates under an Anti-Nepotism Policy. The following information must be answered before the district can process your application:

1. Are you a relative of any School Board members or Administrators of the Canon-McMillan School District as defined in the "Definitions" section of the Anti-Nepotism Policy?

YES

NO

If yes, please list the person (or people) and the relationship(s):

2. Are you related to any full-time employees of the school district?

YES

NO

If yes, please list the person (or people) and the relationship(s):

Applicant's Signature

Date

COMMONWEALTH OF PENNSYLVANIA
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE
(Pursuant to Act 168 of 2014)

Instructions

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to Act 168 of 2014, to be used by school entities and independent contractors of school entities and by applicants who would be employed by or in a school entity in a position involving direct contact with children to satisfy the Act's requirement of providing information related to abuse or sexual misconduct. As required by Act 168, in addition to fulfilling the requirements under section 111 of the School Code and the Child Protective Services Law ("CPSL"), an applicant who would be employed by or in a school entity in a position having direct contact with children, must provide the information requested in SECTION 1 of this form and complete a written authorization that consents to and authorizes the disclosure by the applicant's current and former employers of the information requested in SECTION 2 of this form. The applicant shall complete one form for the applicant's current employer(s) and one for each of the applicant's former employers that were school entities or where the applicant was employed in a position having direct contact with children (therefore, the applicant may have to complete more than one form). Upon completion by the applicant, the hiring school entity or independent contractor shall submit the form to the applicant's current and former employers to complete SECTION 2. **A school entity or independent contractor may not hire an applicant who does not provide the required information for a position involving direct contact with children.**

Relevant Definitions:

Direct Contact with Children is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children."

Sexual Misconduct is defined as: "any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designated to establish a romantic or sexual relationship with the child or student. Such acts include, but are not limited to: (1) sexual or romantic invitation; (2) dating or soliciting dates; (3) engaging in sexualized or romantic dialogue; (4) making sexually suggestive comments; (5) self-disclosure or physical exposure of a sexual, romantic or erotic nature; or (6) any sexual, indecent, romantic or erotic contact with the child or student."

Abuse is defined as "conduct that falls under the purview and reporting requirements of the CPSL, 23 Pa.C.S. Ch. 63, is directed toward or against a child or a student, regardless of the age of the child or student."

Please Note

A prospective employer that receives any requested information regarding an applicant may use the information for the purpose of evaluating the applicant's fitness to be hired or for continued employment and shall report the information as appropriate to the Department of Education, a state licensing agency, law enforcement agency, child protective services agency, another school entity or to a prospective employer.

If the prospective employer decides to further consider an applicant after receiving an affirmative response to any of the questions listed in SECTIONS 1 and 2 of this form, the prospective employer shall request that former employers responding affirmatively to the questions provide additional information about the matters disclosed and include any related records. **The Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Information Request can be used to request this follow-up information.** Former employers shall provide the additional information and records within 60 calendar days of the prospective employer's request.

The completed form and any information or records received shall not be considered public records for the purposes of the Act of February 14, 2008 (P.L. 6, No. 3) known as the "Right to Know Law."

The Department of Education shall have jurisdiction to determine willful violations of Act 168 and may, following a hearing, assess a civil penalty not to exceed \$10,000. School entities shall be barred from entering into a contract with an independent contractor who is found to have willfully violated the provisions of Act 168.

**COMMONWEALTH OF PENNSYLVANIA
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE
(under Act 168 of 2014)**

(Hiring school entity or independent contractor submits this form to ALL current employer(s) and to former employer(s) that were school entities and/or where the applicant had direct contact with children)

| | | |
|-------------------------------------|-------------|---|
| Name of Current or Former Employer: | | <input type="checkbox"/> No applicable employment |
| Street Address: | | |
| City, State, Zip: | | |
| Telephone Number: | Fax Number: | Email: |
| Contact Person: | | Title: |

The named applicant is under consideration for a position with our entity. The Pennsylvania General Assembly has determined that additional safeguards are necessary in the hiring of school employees to ensure the safety of the Commonwealth's students. The individual whose name appears below has reported previous employment with your entity. We request you provide the information requested in SECTION 2 of this form within 20 calendar days as required by Act 168 of 2014.

SECTION 1: APPLICANT CERTIFICATION AND RELEASE (TO BE COMPLETED BY THE APPLICANT EVEN IF THE APPLICANT HAS NO CURRENT OR PRIOR EMPLOYMENT TO DISCLOSE)

| | |
|---|-----------------------|
| Applicant's Name (First, Middle, Last): | |
| Any former names by which the Applicant has been identified: | |
| DOB: | |
| Last 4 digits of Applicant's Social Security Number: | PPID (if applicable): |
| Approximate dates of employment with the entity listed above: | |
| Position(s) held with the entity: | |

Pursuant to Act 168, an employer, school entity, administrator, and/or independent contractor that provides information or records about a current or former employee or applicant shall be immune from criminal liability under the CPSL, the Educator Discipline Act, and from civil liability for the disclosure of the information, unless the information or records provided were knowingly false. Such immunity shall be in addition to and not in limitation of any other immunity provided by law or any absolute or conditional privileges applicable to such disclosure by the virtue of the circumstances of the applicant's consent thereto. Under Act 168, the willful failure to respond to or provide the information and records as requested may result in civil penalties and/or professional discipline, where applicable.

Have you (Applicant) ever:

- Yes No Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?
- Yes No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?
- Yes No Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

By signing this form, I certify under penalty of law that the statements made in this form are correct, complete, and true to the best of my knowledge. I understand that false statements herein, including, without limitation, any willful failure to disclose the information required, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and to discipline up to, and including, termination or denial of employment, and may subject me to civil penalties and disciplinary action under the Educator Discipline Act. I also hereby authorize the above-named employer to release to the entity listed on page 3, the information requested in SECTION 2 of this form and any related records. I hereby release, waive, and discharge the above-named employer from any and all liability of any kind that may arise from such disclosure or release of records. I understand that third party vendors may be used to process this Act 168 pre-employment history review.

Signature of Applicant _____

Date _____

SECTION 2: CURRENT/FORMER EMPLOYER VERIFICATION (TO BE COMPLETED BY THE APPLICANT'S CURRENT EMPLOYER(S) AND ALL FORMER EMPLOYERS THAT WERE SCHOOL ENTITIES AND/OR WHERE THE APPLICANT HAD DIRECT CONTACT WITH CHILDREN)

Dates of employment of Applicant: _____

Contact telephone #: _____

To the best of your knowledge, has Applicant ever:

- Yes No Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?
- Yes No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?
- Yes No Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

No records or other evidence currently exists regarding the above questions. I have no knowledge of information pertaining to the applicant that would disqualify the applicant from employment.

Former Employer Representative Signature and Title _____

Date _____

Return all completed information to:

| | | | | |
|---|--------------|---------------|------------------------|-------------------------------------|
| School Entity/Independent Contractor: Canon-McMillan School District | | | | |
| Address: One North Jefferson Avenue | | | Phone: 724-746-2940 | |
| City: Canonsburg | State: PA | Zip: 15317 | Fax: 724-746-9184 | Email: act168docs@cmsd.k12.pa.us |
| Contact Person: Human Resources Department | | | Title: | |

Date Form Received: _____

Received by: _____

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.

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) |
|---|---|
- (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.

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 _____

Canon-McMillan School District Confidentiality Sign-Off Sheet

Canon-McMillan Substitute Teacher/Support Staff Member:

The Canon-McMillan School District is dedicated to ensuring student confidentiality. In your position, you will be privy to information as it relates to our students' academic and health status. Substitute teachers, paraprofessionals, coaches, cafeteria workers, custodians, bus drivers, and secretaries, as members of the district instructional/student services team, are responsible for maintaining a relationship with school staff, parents, students, and others that is based on an expectation of trust that each person will perform his/her duties to the best of his/her ability following professional and ethical standards. As representatives of the school, substitute teachers, paraprofessionals, coaches, cafeteria workers, custodians, bus drivers, and secretaries must maintain professional integrity as they interact with members of the community, both in and outside school.

All faculty and staff members, including substitutes, are not to informally discuss school problems between and among employees, discuss personalities of staff members outside the school, discuss administrative and interschool problems in the presence of students, or discuss student concerns with anyone not authorized to be a part of those discussions. Unless authorized by an administrator, substitute teachers, paraprofessionals, coaches, cafeteria workers, custodians, bus drivers, and secretaries are not to communicate with parents about a student's progress. If a student or parent brings up a concern, refer them to the supervising teacher or administrator.

I acknowledge that I have read and understand the Canon-McMillan School District Confidentiality Guidelines. I have been provided the opportunity to ask questions of my building administrator(s) or supervisor(s) regarding these guidelines and have done so where necessary.

Employee Name (Please Print)

Employee Signature

Date

cc: Personnel File

**Canon-McMillan School District
District Policy Sign-Off Sheet**

Canon-McMillan Faculty Member:

The Canon-McMillan School District adopted a new policy manual during the 2018-2019 school year. The manual is a collection of approved statements of policy of the District and adheres to the format approved by Pennsylvania School Board Association. The purpose of these statements is to promote a broad and uniform understanding of the manner in which individual members of the District are to operate in a collective effort to achieve District objectives.

The District policy manual is available online via our website (<http://www.cmsd.k12.pa.us>) by going to the Board of Education Tab, clicking Board Docs, then clicking Policies.

The direct link is: <https://go.boarddocs.com/pa/cnmc/Board.nsf/Public> In addition to 24-hour access to the online policy manual, copies are also available in your supervisor's office and school library.

All principals and supervisors are required to review the following policies with you in detail:

- | | |
|---|---|
| 103 Nondiscrimination in School & Classroom Practices | 332 Working Periods |
| 104 Nondiscrimination in Employment Practices | 340 Responsibility for Student Welfare |
| 111 Lesson Plans | 351 Drug and Substance Abuse |
| 113 Special Education | 611 Purchases Budgeted |
| 121 Fieldtrips | 618 Student Activity Funds |
| 130 Homework | 705 Safety |
| 212 Report Student Progress | 710 Use of Facilities by Staff |
| 213 Assessment of Student Progress | 713 Protection of Personal Property |
| 216 Student Records | 804 School Day |
| 218 Student Discipline | 805 Emergency Evacuation of Buildings |
| 249 Bullying/Cyberbullying | 806 Child/Student Abuse |
| 313 Evaluation of Employees | 808.1 Charging of Cafeteria Meals |
| 317 Conduct/Disciplinary Procedures | 815 Acceptable Use of Internet |
| 317.1 Educator Misconduct | 819 Suicide Awareness, Prevention and Response |
| 323 Tobacco Use | 824 Maintaining Professional Adult/Student Boundaries |
| 325 Dress and Grooming | 910.1 Volunteers |

I acknowledge that I have read and understand each of the policies contained within the Canon-McMillan School District Policy Manual. I have been provided the opportunity to ask questions of my building administrator(s) or supervisor(s) regarding these policies and have done so where necessary. I have paid particular attention to those policies outlined on this page.

Employee Name (Please Print)

Employee Signature

Date

Recognizing and Reporting Child Abuse:

Mandated and Permissive Reporting in Pennsylvania

This free three-hour online course provides information on the recognition of child maltreatment, the obligation or opportunity to report child maltreatment, and the procedures for making a report of child maltreatment.

The course is approved for three continuing education credit hours and has been approved by the PA Department of Human Services and Department of State to meet mandated reporting (Act 31) training requirements. Additionally, the course meets credit requirements for Act 126 (child abuse recognition and reporting).

The overall learning objectives are for the participant to:

- ✓ Identify the infrastructure for protecting children from abuse in the Commonwealth of Pennsylvania;
- ✓ Identify the expanded legal definition of Child Abuse according to Pennsylvania's Child Protective Services Law;
- ✓ Recognize potential indicators of child abuse;
- ✓ Determine when to report suspected child abuse;
- ✓ Describe the roles, rights, and responsibilities of mandated and permissive reporters of suspected child abuse;
- ✓ Recognize the process that follows after a report is made;
- ✓ Self-identify as a mandated or permissive reporter; and
- ✓ Follow the process for reporting suspected child abuse.



University of Pittsburgh,
School of Social Work
The Pennsylvania Child Welfare Resource Center

403 East Winding Hill Road
Mechanicsburg, PA 17055

Phone: 717-795-9048
Fax: 717-795-8013
www.pacwrc.pitt.edu

This training is free of charge and meets Act 31 training requirements, as well as Act 126 requirements. All other licensing-related questions should be referred to your respective board(s). Please note: If you are licensed by more than one board, the Department of State will apply your credit to all relevant boards.

How to Access the Online Training:

1. Go to www.reportabusepa.pitt.edu. (If you have not previously registered, please click the "Registration" link at the top of page).
2. Enter your username and password to log on.

**Act 151: Child Abuse History Record
-and-
Act 34: Criminal History Record**

- **Child Abuse History Clearance Form (Act 151)**

Cost is \$13

www.compass.state.pa.us/cwis

1. Create a new account or log in if you have previously set up an account.
 2. Follow the instructions.
 3. You will receive a confirmation email stating your record results are in. Click the link, log back in, and print your official record.
-

- **Criminal Record Check Clearance (Act 34)**

Cost is \$22

<https://epatch.state.pa.us>

1. Click Submit a New Record Check.
2. Follow the online instructions.
3. You will receive a confirmation email stating your record results are in. Click the link. Enter your Control Number, your name, and the date you requested the record. Hit Search.
4. Follow the instructions for printing your record. The official record HR needs will have a gray watermark/seal that says "Pennsylvania State Police."

SERVICE CODE: 1KG6XN

FBI FINGERPRINT CLEARANCE

Effective November 28, 2017, the PDE has changed vendors for FBI Fingerprint clearance processing from Cogent to IDEMIA.

<https://uenroll.identogo.com>

Cost is \$23.85

Registration is required in order to have fingerprints taken.

1. Go to IDEMIA's website:
<https://uenroll.identogo.com>
2. Enter Service Code: 1KG6XN
3. Press Continue
4. Select Schedule or Manage Appointment
5. Enter Name, Birthdate, Email, and Phone Number
6. Create a Security Question and Answer (notate this for future reference)
7. Enter Citizenship Information
8. Enter answers to Personal Questions
9. Enter Personal Information
10. Enter Address
11. Choose Document that you will bring with you for ID
12. Select Location
13. Schedule Appointment
14. Submit Registration
15. Print Confirmation
16. Payment is processed when fingerprints are taken
17. Provide UEID number to HR once fingerprints have been processed

PDE Professional Ethics and the Educator Discipline Act Course

To register for the course:

1. Visit the PDE SAS homepage: <https://www.pdesas.org/>
2. Create an account (or skip to Step 3 if you already have an account)
 - a. Click "Register for an Account" in the top right corner
 - b. Fill out first name, last name, email, and create a password. Click "Create"
 - c. Log in with username and password. (Your email address is your username.)
3. After logging in, click "MY SAS Tools" on top right corner.
4. Click "PD Center"
5. Click "Course Catalog/Registration"
6. Under "Course Options," select "Act 126" from the drop-down menu
7. Go to the third item listed, "Staff Track." Click "Options" then "Register"
8. Take the online course and print the certificate when you are finished.

* If you have any issues with the course loading, please make sure your Pop-up Blocker is turned off and that your Flash is turned on. You can adjust these in your web browser's settings.