

KEYSTONE SCHOOL DISTRICT

Application Process for Volunteers

Even though the directions tell you to address everything to Mrs. McNaughton, PLEASE ONLY SUBMIT YOUR DOCUMENTS TO ANDREA PORTER - via aporter@keyknox.com or to her at the school ONLY.

- ☐ **Letter of Interest from Applicant** - Addressed to Mrs. McNaughton, High School Principal
- ☐ **Letter of Support from Head Varsity Coach** - Addressed to Mrs. McNaughton, High School Principal
- ☐ **Keystone School District Application** - Fill out completely and sign
- ☐ **Act 24: Arrest/Conviction Report and Certification Form** - No cost; Fill out and sign
- ☐ **Federal Criminal History Record - Act 114** - Visit <https://uenroll.identogo.com>
 - When prompted for a Service Code, enter 1KG6XN (School District)
 - On the next screen, click "Schedule or Manage Appointment"
 - Fill out all the required information. As you fill out the required information, you will be asked to search for a place to have your fingerprints captured - the Intermediate Unit in Clarion is the closest. You will also receive a registration ID (which starts with UEP) which you will need to take with you
 - You will need to call the IU to make an appointment 814-226-7103 to have your fingerprints captured.
 - \$22.60(+/-) Fee to be paid at the time of your actual fingerprints at Riverview Intermediate Unit, 270 Mayfield Road, Clarion, PA 16214
 - Attach the PAE confirmation number & the proof of being fingerprinted from the IU
- ☐ **Act 34: State Police Criminal History Record** - <https://epatch.pa.gov>
 - No charge for volunteers
 - In completing the PA State Police clearance, the "reason" is volunteer
- ☐ **Act 151: Child Abuse History Record** - www.compass.state.pa.us/cwis
 - Free, unless you have requested one prior within the previous 57 months - \$13 fee then would be applied
 - Once at this site, you create an individual account, under the application purpose, you check the box titled "Volunteer having contact with children"
- ☐ **Concussion and Cardiac Certifications** - A coach must complete a course under each heading, **ANNUALLY**, prior to holding practice with their students. Directions can also be found under forms on the Athletics link of www.keyknox.com.
 - **Concussion Training course (must complete one of the two courses)**
NFHS Concussion in Sports (<http://nfhslearn.com/courses/38000>)
Concussion Wise (<https://sportsafety.com/coach/concussionwise/>)
 - **Sudden Cardiac Arrest Training Course**
Cardiac Wise (<https://sportsafety.com/coach/cardiacwise/>)

Do not pay for any certificates. Screenshot or send email of completion to aporter@keyknox.com

Application Process for Volunteers continued

- ☐ **Create a Coaching Profile on PIAA** - Visit www.piaa.org; Click "Login" (the gold box in top right corner of your screen). Click the "Coaches" tab. Click "Register" and follow the steps to create a new user. Once you have created a profile, the Coaching Education System becomes available.

- In the first section, "PIAA Education Requirements", upload certificates of completion or a transcript to support completion of the required coaching and first aid courses in PDF form and uploaded separately. *
- In the second section, select each school which you are affiliated. Simply begin typing the school name, and the system will match all available schools.
- In the third section "Optional School Education", you can submit concussion and cardiac coursework here.

****See below for this information***

- ☐ **Coaching Requirements for PIAA** - All paid or volunteer coaches that are currently employed or previously engaged by a PIAA member school must complete two courses as provided ASAP. First time coaches hired or approved at any time after July 1, 2016, will have two years from the date of hire/approval to complete this requirement. If you have ever coached before, even if it was 10 years ago, or 2 years ago, you MUST complete the requirements before turning in all of your paperwork. If you have NEVER coached before, you are exempt from these requirements for 2 years from the date of approval by Keystone School Board of Directors.

NFHS (access info at www.nfhslearn.com) - Fundamentals of Coaching (\$50) and First Aid, Health and Safety (\$45)

Additional accepted coursework: 1. PIAA will accept American Red Cross and American Heart Association First Aid training for the first aid requirement. Upload a copy of your card to your coach profile in PIAA; 2. PIAA will accept college level courses for either the coaching and/or first aid requirements. A coach must upload their transcript or certificate to PIAA.

- ☐ **Keystone School District Suicide Awareness, Prevention and Response Protocol Memo** - **Keep for your Records**

When you have **ALL** documents in hand, please **submit everything at one time** to the High School - Attention: Andrea Porter. Please submit only COPIES of your clearances. You are NOT permitted to attend any functions (open gyms, practices...etc.) until approved by the School Board.

KEYSTONE SCHOOL DISTRICT

451 Huston Avenue

Knox, PA 16232

(814) 797-5921 (District Office)

(814) 797-1261 (High School)

(814) 797-1251 (Elementary School)

POSITION(S) APPLYING FOR:

◆ **PERSONAL INFORMATION:**

Name _____

Address _____

Home/Cell Phone _____ Email _____

◆ **EDUCATION:**

◆ **WORK EXPERIENCE:**

► Are you currently employed? ___ Yes ___ No ► May we contact your present employer? ___ Yes ___ No

► Do you have current clearances? ___ Yes ___ No ► What date would be available to begin duties? _____

◆ **THREE (3) REFERENCES WITH PHONE NUMBERS:**

1. _____

2. _____

3. _____

◆ **ADDITIONAL INFORMATION/RELATED EXPERIENCE:**

◆ **SIGNATURE/DATE**

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 _____

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)
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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.

KEYSTONE SCHOOL DISTRICT
Suicide Awareness, Prevention and Response Protocol

Established using School Board Policy No. 819

Last Rev. February 2018

Authority

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student must be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

This protocol shall apply in any situation where a student is expressing suicidal thoughts or intentions of self-harm on school property, at any school-sponsored activity, or any public vehicle providing transportation to or from a school-sponsored activity. This protocol shall also apply following a student's suicide threat or attempt that does not occur on school grounds or during a school-sponsored activity, but that is reported to any school personnel.

Procedures for Students at Risk During School Hours

1. School personnel (i.e. teacher) made aware of suicidal thoughts or intentions of self-harm immediately contact school guidance counselor and/or school administrator.
2. School personnel will interview/assess student to ensure safety and make them aware of their concerns.
3. Parent/guardian of student identified as being at risk of suicide must be immediately notified by the school personnel and involved in consequent actions, unless situation dictates that call to CRISIS/9-1-1 is made straightaway.
4. *If the parent or guardian refuses to cooperate, cannot be reached or there is any doubt regarding the child's safety,* school personnel will call Clarion County CRISIS and/or Clarion County CYS and request support from an intake coordinator/delegate.
5. If any mandated reporter suspects that a student's risk status is the result of abuse or neglect, that individual must comply with the reporting requirements of the Child Protective Services Law and contact CYS/ChildLine.
6. School personnel initiate SAP/ESAP Referral as soon as practically possible.

Procedures for Students at Risk After School Hours

1. School personnel (i.e. coach) made aware of suicidal thoughts or intentions of self-harm immediately interview student (if possible) to ensure safety and make them aware of your concerns.
2. Parent/guardian of student identified as being at risk of suicide must be immediately notified by the school personnel and involved in consequent actions.
3. *If the parent or guardian cannot be reached,* call Clarion County CRISIS or 9-1-1 and request support from an intake coordinator/delegate.
4. If any mandated reporter suspects that a student's risk status is the result of abuse or neglect, that individual must comply with the reporting requirements of the Child Protective Services Law and contact CYS/Child Line.
5. School personnel inform the school administrator (Principal, Athletic Director) of incident as soon as practically possible.
6. Principal/counselor initiates SAP/ESAP Referral as soon as practically possible.

Risk Factors

Risk Factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
 - Depression.
 - Substance abuse or dependence.
 - Previous suicide attempts.
 - Self-injury.

Risk Factors Continued

- Personal Characteristics:
 - Hopelessness, low self-esteem
 - Loneliness, social alienation, isolation, lack of belonging.
 - Poor problem-solving or coping skills.
 - Impulsivity, risk-taking, recklessness.
- Adverse/Stressful Life Circumstances:
 - Interpersonal difficulties or losses.
 - Disciplinary or legal problems.
 - Bullying (victim or perpetrator).
 - School or work issues.
 - Physical, sexual or psychological abuse.
 - Exposure to peer suicide.
- Family Characteristics:
 - Family history of suicide or suicide behavior.
 - Family mental health problems.
 - Divorce, death of parent/guardian.
 - Parental-child relationship.

Warning Signs

Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family or society.
- Dramatic mood changes.

Important Contact Numbers

Clarion County CRISIS: 814-226-7223

Clarion County CYS: 814-226-5150

Child Line and Abuse Registry: 1-800-932-0313

National Suicide Prevention Lifeline: 1-800-273-8255