



GETTYSBURG MONTESSORI

CHARTER SCHOOL

Inspiring a Love of Learning

Hello,

We are happy to hear you want to volunteer at Gettysburg Montessori Charter School. In order to volunteer the following are required.

Volunteer Checklist:

Code of Conduct

Photo ID

PA State Police Criminal Record Clearance (need the originals)

PA Child Abuse Clearance (need the originals)

FBI background check- Fingerprint (If you haven't lived in PA for the past 10 years consecutively)

How many consecutive years have you lived in PA? _____

Student Name:

Volunteer Name:

Date Submitted:

Signature:

Background Check information:

<https://www.pa.gov/en/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances.html>

To volunteer at our school, we require the following clearances:

PA State Police Criminal Record Clearance: This can be obtained through the website <https://epatch.pa.gov/home>

PA Child Abuse Clearance: This can be obtained through the website www.compass.state.pa.us/CWIS

FBI Background Check: This can be obtained through the website <https://www.pennsylvaniafca.org/fbi-clearance-for-pa-volunteers> Code 1KG6ZJ

A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position. An administrator, supervisor, or other person responsible for the selection of volunteers who intentionally fails to require an applicant to submit the required clearance before the applicant's service commits a misdemeanor of the third degree.

Code of Conduct

All members of the Gettysburg Montessori Charter School (GMCS) community are responsible for fostering and protecting a peaceful and secure learning environment and for following this code of conduct, including:

Students	Caregivers	Volunteers	Administrators
Parents	Visitors	Teachers	Staff

Our School Community and A Safe Environment

Dr. Maria Montessori believed strongly in the contributions that the child could make to humanity. She believed that in order to create peace, you must start with the child. One purpose of our school is to encourage our students to become good citizens within the framework of our educational community. We are committed to supporting children to become healthy, responsible, and productive members of society.

A safe and courteous environment is at the very core of a healthy learning environment. We promote an atmosphere that embraces our differences, encourages compassion, and honors the potential in every student. Dr. Montessori integrated a code of conduct into her curriculum emphasizing grace and courtesy to promote knowledge of appropriate social interactions and peaceful relationships. Behavior in a Montessori classroom is no different than in our homes or the social community. Therefore, we expect all members of our community to support the philosophy of grace and courtesy by following these three primary tenets:

Respect and care for ourselves

Respect and care for others

Respect and care for our environment

RESPECT AND CARE FOR OURSELVES

There are many ways to respect and care for ourselves. Some important examples include regular attendance; being on time; coming to school prepared and ready to learn; having a positive attitude; listening with our eyes, ears, and heart; giving our best effort at all times; and doing our best work.

Parents help fulfill this responsibility when they ensure their child's daily attendance and punctuality; help their child be neat, appropriately dressed, and prepared for school; provide their child with the time and resources they need to complete assignments; show an active interest in their child's progress; communicate with their child's teacher and the administration; and encourage and assist their child with healthy social skills.

RESPECT AND CARE FOR OTHERS

Starting in kindergarten, GMCS instructs students in the Montessori philosophy of grace and courtesy. Examples include good manners, peaceful communication, helping others, accepting our differences, and respecting physical boundaries. Everyone has a personal responsibility to reduce the risk of violence within our school, and any behavior by a student that threatens to disrupt the learning process or pose a danger to others is unacceptable. The code of conduct is based on the principle that GMCS students will choose to conduct themselves in an appropriate manner. However, there are consequences for students on any occasion that they do not.

RESPECT AND CARE FOR OUR ENVIRONMENT

Just as it takes an entire family to care for a home, all members of our community are vital in maintaining our school building and grounds. All persons are expected to show the same respect and care for school property as they do in nurturing individual relationships. This includes taking care of classroom materials, maintaining a neat and orderly classroom, remembering good manners while eating meals, cleaning up after eating, and reducing waste and recycling.

Every student at GMCS has a right to learn and thrive in a school atmosphere conducive to academic achievement and social growth. The code of conduct has been established to support the academic and personal development of GMCS students and to protect the people, property, and rules that support GMCS. All GMCS community members will be held responsible for their own work and actions, and they are expected to conduct themselves in a safe and respectful manner and to abide by the rules and regulations set forth by the school. Steps to maintain an orderly and safe environment, to demonstrate mutual respect and caring for one another, and to ensure that all children have the support that they need are taken on a daily basis. Our students are at the heart of the GMCS community, and our guidelines for behavior encourage a spirit of harmony in our school.

STUDENTS: A detailed description of our expectations for student behavior and the various levels of misconduct, along with the corresponding consequences, can be found in the Student-Parent Handbook.

PARENTS/GUARDIANS AND CAREGIVERS: GMCS parents/guardians and caregivers play a crucial role in the success of their child(ren). Parents and caregivers are responsible for reading and abiding by the Student-Parent Handbook.

TEACHERS, STAFF, ADMINISTRATORS, VISITORS, AND VOLUNTEERS: Students learn to be good adults by being around good adults. All teachers, staff, administrators, visitors, and volunteers at GMCS are expected to set an example for students by aligning their actions with the values identified in this code of conduct. The expectations outlined herein are in addition to any and all requirements that may be applicable to an individual, including but not limited to state, federal, or local regulations or programmatic requirements.

ACKNOWLEDGMENT

To acknowledge receipt of GMCS's Code of Conduct, please review this statement and return a signed copy prior to your visitation or performance of your volunteer duties at the school.

I, the undersigned, read GMCS's Code of Conduct, as set forth herein.

Name (please print)_____

Signature _____

Date _____

Volunteer Background Checks and Clearances Policy

The Board recognizes that the lifeblood of any school is the volunteers who dedicate their time and resources to assisting in the betterment of the educational process. Charter schools in Pennsylvania have long recognized – since the charter school law’s enactment in 1998 – that clearances and background checks for such volunteers are a vital component for students’ safety. The charter school is committed to ensuring the safety of the students in its care by continuing to allow only those individuals who have demonstrated compliance with the Pennsylvania School Code and the Child Protection statutes to act as volunteers for the Charter School.

All charter school adult volunteers – including new volunteers and those volunteers with expired clearances who have direct contact and care for children must obtain three clearances, which are then valid for 5 years. Direct contact with children is defined as the care, supervision, guidance, or control of children or routine interaction with children. A volunteer is responsible for the welfare of a child if the volunteer is acting in lieu of or on behalf of a parent. The common meaning of these terms is to be used, with child safety serving as the paramount consideration. The required background checks include:

Criminal History Record Information obtained from the Pennsylvania State Police. Child Abuse Clearance obtained through the Pennsylvania Department of Human Services certifying the applicant is not named in the statewide database “as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or indicated report” of child abuse.” Federal Criminal History Record Information obtained by submitting a full set of fingerprints to Cogent Systems for submission to the Federal Bureau of Investigation.

Volunteers are not required to complete the federal criminal history check if they have lived continuously in Pennsylvania over the previous 10 years and are working an unpaid position. However, each volunteer must swear or affirm in writing that they are not barred from volunteering due to a conviction or offense under the Child Protective Services Act.

All volunteers are required to obtain clearances every 5 years. Timelines for renewed clearances are based upon the date of each individual clearance. Volunteers are required to obtain updated clearances as follows:

Within 5 years of the date of the most recent clearance;
By July 1, 2016, if the clearance is older than 5 years; or
By July 1, 2016, if they were approved as a volunteer before July 1, 2015, and had not received a clearance because they previously were not required to obtain clearances.

The volunteer is responsible for paying the cost of the required clearances. Upon demonstrated evidence of financial hardship, the Board may consider paying for individual clearances for the approved volunteers.

The school is required to bear the cost of the clearance when there is reasonable belief that the volunteer was arrested or convicted of an offense that would deny participation or named as a perpetrator in an indicated or founded report. Upon this belief, the school will immediately require the volunteer to obtain their clearances.

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity, or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the CEO/Principal or designee with written notice not later than 72 hours after the arrest, conviction, or notification that he/she has been listed as a perpetrator in the statewide database.

A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position. An administrator, supervisor, or other person responsible for selection of volunteers that intentionally fails to require

an applicant to submit the required clearance before the applicant's service commits a misdemeanor of the third degree.

Sexual Harassment - Employees/Students

The Board recognizes that sexual harassment is a violation of both federal and state discrimination laws and that these laws apply to employees and students. GMCS shall provide a learning and employment environment free from sexual harassment and will not tolerate such conduct on the part of any employee or student. Any individual with a complaint of sexual harassment should file the complaint with the CEO/ Principal or the immediate supervisor. All complaints of sexual harassment will be investigated by the CEO/Principal and appropriate corrective action **will** be taken when deemed necessary. If the alleged perpetrator is the CEO/Principal, the complaint should be filed with the Board Chair who will conduct the investigation. It is a violation of this policy to retaliate or engage in any form of reprisal because a person has raised a concern, filed a complaint, or has been a witness to sexual harassment. Recent court cases have recognized acts of harassment directed at a person because of gender to be sexual harassment, despite the intent behind the act. The Board adopts this interpretation as part of its policy.

Volunteer Photo Policy

Thank you for your dedication and support of our school. As part of our ongoing commitment to maintaining the privacy and security of our students, we would like to remind all volunteers of the following policy:

Volunteers do not have permission to take photos or record videos while volunteering on school premises or during school-related activities.

This policy ensures compliance with privacy regulations and helps create a safe environment for our students. If you have any questions or need further clarification, please feel free to reach out to the office.

Parent Involvement/Volunteering A significant factor of a successful learning environment includes adult facilitation and support. Within our learning environment, adults are critical for the processes of dialogue, brainstorming, problem-solving, and resource location. Therefore, volunteers are pivotal to providing this kind of support. As required by Pennsylvania law, prior to volunteering within the school, volunteers are required to submit copies of current clearance checks (i.e., criminal background check and child abuse clearance) to the office, which will be kept on file.

- Volunteers must sign in and sign out at the office every time they volunteer.
- Volunteers must always remain in their assigned classroom or location and are not permitted to access other classrooms or areas of the school without permission from the CEO or the Assistant Principal.
- At all times, volunteers must honor the confidentiality of individual children, their families, GMCS employees, and the GMCS community.
- Volunteers are not permitted to take photographs of students at any time.
- Violation of confidentiality by anyone within the GMCS community will be addressed immediately by school leadership.
- Depending on the nature of the violation, the person may be asked to refrain from volunteering at GMCS.

Volunteer Affirmation

I, _____, agree to serve as a volunteer at the Gettysburg Montessori Charter School (GMCS). I affirm that I have read the Board Volunteer Background Checks and Clearances Policy, as well as the guidelines for Parent Involvement/Volunteering in the Parent/Student Handbook. I agree to follow the policies as written.

I assume full responsibility for being familiar with and following Board Policies and Administrative Procedures that are brought to my attention.

I understand that the administrator, teacher, or supervisor employed by GMCS is the decision maker, and I will respect their authority. I understand that I am only permitted in assigned areas of the school while volunteering.

I understand that all volunteers are required to have clearances. I affirm that I have not perpetrated or been convicted of any offense that would disqualify me from volunteering at GMCS (i.e. offense on the PDE-6004 form).

Volunteer Signature

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.

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:
- 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.

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.