

MEMORANDUM

To: All Employees
From: Donald J. Wills
Date: October 19, 2011
Subject: Act 24 of 2011 – Background Check of all Employees

Based upon changes to the school code, Section 111 according to Act 24 amends the school code and requires all current employees of any school district to report Section 111 offenses to school administrators. The law applies to everyone who may not have been subject to a previous background check as well as everyone who has. You are receiving a copy of form PDE-6004.

Please read carefully the instructions and complete the form and return to your immediate supervisor by no later than Tuesday, December 27, 2011. This is a requirement by law of the school district to see each employee or individual currently serving in the school district completes and the responsibility, by law, of each employee, or individual serving in schools to complete.

The list of reportable offenses appears. From this point forward, an employee has a responsibility to inform his/her supervisor immediately after arrest, or conviction of one of the said offenses within 72 hours from September 28, 2011 forward.

I would like to emphasize that each employee, or person serving the school district working with children, or in a capacity that brings them in contact with students serving on behalf of the school district must complete the form.

Every supervisor must check after December 27, 2011 to make sure the form is completed and return the forms to the Superintendent. If you have never been arrested for, or convicted of any reportable offense then check the box under Section 3. and sign and return to your immediate supervisor by December 27, 2011.

Your prompt attention to the matter shall be appreciated. For all volunteers who have not returned the form after December 27, 2011 he/she will be ineligible to volunteer. For any employee refusing, the district will automatically initiate a background check at the employee's expense. It is also important to note the 72 hour reporting requirement using the same form in the future for any arrest, or conviction of a Section 111 offense.

To read the entire directive form PDE, please visit the district website and check in District Information to access and forms may be accessed from this location in the future.

*Return to your immediate supervisor by December 27, 2011.