

**St. Gregory the Great Academy
Safe Environment Program**



**2016-2017
Volunteer
Compliance
Packet**



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

4680 Nottingham Way, Hamilton Square, NJ 08690

Voice: 609-587-1131

Fax: 609-587-0322

Web: www.stgregorythegreatacademy.org

Rev. Michael T. McClane, Pastor

Dr. Jason C. Briggs, Principal

Mrs. Michele L. Rivera, Assistant Principal

TO: ALL PROSPECTIVE VOLUNTEERS

FROM: Dr. Jason C. Briggs, Principal

RE: SAFE ENVIRONMENT PROGRAM

As mandated by the Diocese of Trenton Office of Catholic Education, the following areas of compliance must be adhered to for all volunteers who wish to work in the school and/or parish while children are present:

1. **VIRTUS Training** – a 3 hour presentation by a trained coordinator. Sessions are held periodically throughout the year at all Diocese of Trenton parishes. You are required to attend only one session to be in compliance. Once you have attended, you will not need to go again. It is important to remember that you must go online to www.virtusonline.com to register once you have completed the training session. If you have attended a session while associated with a different parish, you must go online to select St. Gregory the Great as one of your parish affiliations. You will not be cleared to volunteer your time in the academy if your name does not appear on the online registry for St. Gregory the Great. Information on how to find a training session that fits your schedule is attached. There is no fee for attendance at a VIRTUS training session.
2. **Criminal History Background Check** – a background check done by the NJ State Department of Education after fingerprints have been taken at MorphoTrust in Ewing, NJ. These background checks are only valid for four years and must be repeated once your clearance has expired. The instructions, cost, etc., for submitting to the background check are attached.
3. **Diocese of Trenton Volunteer Code of Conduct** – a document drafted by the Diocese of Trenton that outlines the behavioral expectations for anyone volunteering at a diocesan facility. A copy of the Code of Conduct is attached for your signature.

Protecting our children is a main priority for the administration and staff at St. Gregory the Great Academy. While we understand the demands on your time as parents, our first concern must be the safety of everyone placed in our care during the day (or during after school hours). Therefore, we must ask that these three areas of compliance be satisfied **within 30 days of your first volunteer assignment**, in order for you to continue to volunteer at St. Gregory the Great Academy. Areas of volunteerism most impacted by this Diocesan mandate are, but are not exclusive to: PTA members, Room Parents, Classroom/Computer Room/Library Aides, Lunchroom Assistants, and Sports Coaches.

Rest assured that ALL St. Gregory the Great employees (administrators, secretaries, teachers, assistant teachers, student teachers, maintenance workers, etc.) as well as all contracted workers (non-employees) are required to be in compliance in all of the areas listed above. We thank you for your understanding and cooperation as we strive to make our school a safe and loving environment for our children.



A 2014 National Blue Ribbon School of Excellence



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To: All Who Work or Volunteer with Students

From: Fr. Michael T. McClane, Pastor
Dr. Jason C. Briggs, Principal

VIRTUS: PROTECTING GOD'S CHILDREN **MANDATORY TRAINING FOR ALL WHO WORK OR** **VOLUNTEER TIME WITH CHILDREN**

VIRTUS is a program designed to help keep children safe when under the supervision of adults who are not their parents. This is a nation-wide initiative created by the National Catholic Risk Retention Group and is being **mandated** by the Diocese of Trenton for **all** adults who **work with or volunteer their time with children** more than one time each school year. This includes administrators, teachers, assistants, staff, classroom or schoolroom aides, chaperones, coaches, scout leaders, volunteers, etc.

If you have attended a training session, please provide the office with a copy of your certificate of attendance or a print-out from www.virtus.org verifying your attendance. If you attended VIRTUS while affiliated with another parish, please add St. Gregory the Great to your VIRTUS account online. To do this: 1) login at www.virtus.org; 2) click on "Update My Account"; 3) click on "My Toolbox"; 4) find "Primary Location" and use the drop down menu to select St. Gregory the Great.

If you have not completed the training, sessions will be set up periodically to try to accommodate everyone's busy schedule. The sessions will run for approximately 3 hours. Each participant will then be required to register online in order to receive a certificate of attendance which must be kept on file in the main office.

For upcoming training session dates and times, please visit www.virtus.org and click on Registration on the left side of the webpage. Please select Trenton, NJ (Diocese) to view a list of sessions. For any questions, please contact the rectory at extension 270.

We thank you for your cooperation in keeping our children safe.



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CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
2. Select the first option: **"New Administration Fee Request (New Applicants Only)"** - This screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.
 1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
 2. All School Bus Drivers and Bus Aides for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors
 3. All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools
 4. All School Bus Drivers and Bus Aides for Non Public Schools and Other Agencies
3. Complete the requested applicant information to include the county/district/school/contractor code names furnished to you by your employer) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box.
4. Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

You **MUST** click the **"Make Payment"** button only **one time** to complete the transaction.

5. After completing the transaction, you will be presented with three required steps:
 1. View and/or print your New Administration Fee Payment Request confirmation page
 2. Complete and/or print your IdentoGO NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with MorphoTrust
6. Select the first option **"View and/or print your New Administration Fee Payment Request confirmation page"** and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.
7. Next select the second option **"Complete and/or print your IdentoGO NJ Universal Fingerprint Form"** to complete the IdentoGO NJ Universal Fingerprint Form. Type the missing information into the seven highlighted boxes (*height, weight, maiden name if applicable, place of birth, country of citizenship, hair color, and eye color*). After the form is complete, you must click on the **"Submit"** button at the bottom of the page. When the form has been submitted, you must view and print the IdentoGO NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.
8. Access the MorphoTrust web page by selecting the third option **"Click here to schedule your fingerprinting appointment with MorphoTrust"** or call 1-877-503-5981 to schedule a fingerprinting appointment.
9. In about two weeks, you will be able to view and print your **"Applicant Approval Employment History"** by accessing the Criminal History Review Unit website. Please give a copy to your employer.

(1) Originating Agency Number (ORI #) NJ930100Z		(2) Category EDV	(3) Statute Number N.J.S.A. 18A:6-4.14	
(4) Reason for Fingerprinting DOE Volunteer NP			(5) Document Type VBI	(6) Payment Information
(7) Contributor's Case # (Unique Identifier) 22-1950-085			(8) Miscellaneous PAYMENT TO BE MADE BY APPLICANT	
(9) First Name	(10) MI	(11) Last Name		
(12) Daytime Phone Number () -	<p style="font-size: 2em; color: red; font-weight: bold;">SAMPLE ONLY</p> <p>You will be prompted to print out the official form during the online process.</p>			(15) Height
(17) Maiden or Alias Last Name				(16) Weight
(20) Home Address Address				(19) Country of Citizenship
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both				Zip
(25) Occupation / Position (with respect to Requirement)	(26) Employer / Organization Name (with respect to Requirement)			
	Employer Address			Zip
	City	State	Zip	

Identification Requirement - Identification must be presented at the time of printing. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria; Photo, Name, Address (home/employer), Date of Birth and is issued by a Federal, State, County or Municipal entity for Identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).

Please READ this form carefully

and follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** you **present** this completed Universal Fingerprint Form, IDG_NJAPP_110113, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an Applicant is responsible for payment, Payment Is Required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, or electronic debit (ACH) from a checking account; accounts will be debited immediately. Money Order is the only form of payment accepted at the enrollment center.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment; Inability to present proper Identification; Inability to present this completed Universal Fingerprint Form IDG_NJAPP_110113; Information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 appointment fee; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM



Diocese of Trenton Volunteer/Employee Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer/employee, I promise to strictly follow the rules and guidelines of this Code of Conduct as a condition of my providing service to the children and youth of **St. Gregory the Great Academy**.

As a volunteer/employee during the course of my ministry or employment, I will:

- Treat everyone including vulnerable adults (those who habitually lack the use of reason) with respect, loyalty, patience, integrity, courtesy, dignity, and consideration and will conduct myself and live a lifestyle which is in conformance with Catholic teachings.
- Avoid situations, when possible, where I am alone with children and/or youth at Church activities.
- Use positive reinforcement when working with children and/or youth.
- Refuse to personally accept expensive gifts from children and/or youth or their parents.
- Refrain from giving expensive gifts to children and/or youth.
- Refrain from viewing or distributing child pornography.
- Report suspected abuse to the Child Protection Service agency and inform the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse to civil authorities is, according to the law, a disorderly person offense.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer/employee during the course of my ministry or employment, I will not:

- Smoke or use tobacco products in the presence of children and/or youth while performing assigned duties.
- Use, possess, or be under the influence of alcohol at any time in the presence of children and/or youth while performing assigned duties.
- Use, possess, or be under the influence of illegal drugs at any time in the presence of children and/or youth.
- Distribute pornography to children or youth.
- Attend ministry or employment obligations that would pose a serious health risk to children and/or youth (i.e., fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner. I will ensure that all physical contact is P.A.N. (public, appropriate & non-sexual)
- Use any discipline that frightens or humiliates children and/or youth. Discipline issues will be referred to the administrator or principal
- Use profanity in the presence of children and/or youth especially while performing assigned duties.

I understand that as a volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth.

Volunteer/Employee Printed Name

Volunteer/Employee Signature

Date