

This is a new policy, no previous 317

PLUM BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: REPORTABLE OFFENSES

ADOPTED: JANUARY 31, 2012

REVISED: N/A

<p>1. Purpose</p> <p>2. Authority SC 111, 24 P.S. § 1-111</p> <p>3. Guidelines</p> <p>Form PDE-6004</p>	<p style="text-align: center;">317. REPORTABLE OFFENSES</p> <p>The purpose of this Policy is to establish procedures for implementing the statutory obligation that all school employees report certain arrests or convictions to their employing public school entity.</p> <p><u>Definition</u></p> <p>Reportable Offense: An offense enumerated in Section 111(e) of the Pennsylvania Public School Code of 1949, as amended (24 P.S. § 1-111(e)).</p> <p><u>Duty to Self-Report</u></p> <p>Every employee must self-report any arrest or conviction of a Reportable Offense by using the PDE standardized arrest/conviction reporting form.</p> <p>The reporting form shall be timely delivered to the Director of Administrative Services.</p> <p>Failure to report such arrests or convictions no later than seventy-two (72) hours after the arrest or conviction will require the School District to obtain a current report of criminal history record information on the employee.</p> <p>If the employe has not notified the Director of Administrative Services as required by this Policy, the Director of Administrative Services shall immediately require the employee to submit a current report of criminal history record information. The cost of the criminal background check shall be borne by the School District.</p> <p>If an Administrator or other person responsible for employment decisions has a reasonable belief that an employee was arrested or convicted for a Reportable Offense, that person shall immediately notify the Director of Administrative Services.</p> <p>Willfully failing to timely disclose a reportable arrest or conviction may subject an employee to discipline, up to and including termination of employment.</p>
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<p>4. Delegation of Responsibility</p> <p>Professional Educator Discipline Act, Section 2070.9a</p>	<p>The Director of Administrative Services shall be responsible for monitoring, distributing, evaluating and enforcing the required self-reporting of arrests and convictions using the PDE standardized form.</p> <p><u>Professional Standards and Practices Commission (PSPC)</u></p> <p>The Superintendent shall report to PSPC all instances of employees reporting an arrest or conviction for a Reportable Crime noted on the PDE standardized arrest/conviction reporting form, or which is otherwise known to the Superintendent as the result of a background check or otherwise.</p> <p>Contact information for the PSPC, as well as mandatory reporting forms, can be found on PDE's website: http://www.portal.state.pa.us/portal/server.pt/community/professional_standards_practices_commissions/8829</p>
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