

## Lower Merion School District

Policy Nos.: 320, 420, 520  
Sections: ADMINISTRATIVE EMPLOYEES  
PROFESSIONAL EMPLOYEES  
CLASSIFIED EMPLOYEES  
Title: REPORTING OF ARRESTS AND CONVICTIONS  
Date Adopted: 11/21/11  
Date Last Revised: 2/17/15

### **320, 420, 520 REPORTING OF ARRESTS AND CONVICTIONS**

The School District expects that its employees will act in accordance with the law and will not engage in serious criminal conduct.

For purposes of this Policy, “serious criminal conduct” by a professional employee means conduct involving moral turpitude or which requires mandatory suspension or revocation of the employees’ teaching certificate pursuant to Pennsylvania law governing professional standards and requirements. “Serious criminal conduct” by all other employees means criminal conduct the conviction for which renders the employee ineligible for employment in a public school district on either a temporary or permanent basis.

An employee will be required to report new arrests or convictions for an offense that would create a ban on employment with children to an administrator in writing within seventy-two (72) hours.

The Superintendent or designee will take appropriate action to determine the effect of the charged offense on the employee’s ability to perform the functions of his or her position in the District and/or to uphold the morals of the community and/or to set a good example for the students whose ideals the employee is obligated to foster and elevate. In general, the School District believes that engaging in serious criminal conduct renders an employee unable to uphold the morals of the community and/or to set a good example for students.

The Superintendent or designee may periodically perform background checks on employees to the extent permitted by law and any applicable collective bargaining agreement.

The Superintendent shall issue regulations specifically identifying the crimes required to be reported and establishing the procedure by which offenses constituting serious criminal conduct are to be reported and the consequence for failure to report consistent with the terms of any applicable collective bargaining agreement. These regulations shall include procedures for notification of employees covered by this Policy.