

## **REPORTING ARRESTS AND CONVICTIONS**

### Background

Act 24 of 2011 and subsequent legislation amended Section 111 of the School Code to enhance the safety of students adding several offenses set forth Section 111, increasing the period of disqualification for such offenses and requiring current and prospective school employees, independent contractors, bus drivers and student teachers to submit Form PDE-6004 to confirm that they had not been previously arrested or convicted of certain offenses. In addition, Act 24 of 2011 and subsequent legislation requires such employees to report arrests to report arrests and convictions for certain offenses within 72 hours of the event.

### Objective

It is the objective of this Policy that all current and prospective school employees, independent contractors and their employees, bus drivers and student teachers and the District administration understand the reporting requirements under Section 111 of the School Code.

### Policy

All current and prospective school employees, independent contractors and their employees, bus drivers and student teachers (collectively “school employees”) are required to report to the Director of Human Resources within 72 hours of any arrest or conviction of an offense listed in Section 111(e) or (f.1) of the School Code on Form PDE-6004, as amended.

If the Director of Human Resources or other administrator has a reasonable belief that a school employee was arrested or has a conviction for an offense required to be reported and the school employee has not notified the Director of Human Resources as required under this Policy, the Director of Human Resources or other administrator shall immediately require the school employee to submit a current report of criminal history record information at the District’s expense.

A school employee who willfully fails to disclose a conviction or an arrest required by this Policy shall be subject to discipline up to and including termination or denial of employment and may be subject to criminal prosecution under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

When required by Section 2070.9(a) of the Professional Educator Discipline Act, the Superintendent, Director of Human Resources or other designee shall report to the Professional Standards and Practices Commission (PSPC) all instances of covered educator misconduct on the required forms.

### Administrative Responsibility

It shall be the responsibility of the Administration to implement and enforce this policy and to develop Administrative Procedures for implementation and enforcement where necessary.

### Communication

This policy shall be communicated to:

1. All Mt. Lebanon School District Staff
2. The Mt. Lebanon Community

Adopted April 15, 2013  
Revised October 28, 2019