LENAPE AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: NONINSTRUCTIONAL EMPLOYEES

TITLE: REPORTABLE OFFENSES

ADOPTED: December 15, 2011

REVISED:

1. Purpose 2. Authority SC 111, 24 P.S. § 1-111	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.
3. Guidelines	**Definition** 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)). **Duty to Self-Report**
Form PDE-6004	Every employee must self-report any arrest or conviction of a Reportable Offense by using the PDE standardized arrest/conviction reporting form. The reporting form shall be timely delivered to the Administrative Director. Failure to report such arrests or convictions no later than seventy-two (72) hours after the arrest or conviction will require the School to obtain a current report of criminal history record information on the employee. If the employe has not notified the Administrative Director as required by this Policy, the Administrative Director 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. 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 Administrative Director. Willfully failing to timely disclose a reportable arrest or conviction may subject an employee to discipline, up to and including termination of employment.

4. Delegation of Responsibility	The Administrative Director shall be responsible for monitoring, distributing, evaluating and enforcing the required self-reporting of arrests and convictions using the PDE standardized form.
	<u>Professional Standards and Practices Commission (PSPC)</u>
Professional Educator Discipline Act, Section 2070.9a	The Administrative Director 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 Administrative Director as the result of a background check or otherwise. 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