

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

317-AR-3. EDUCATOR MISCONDUCT COMPLAINT

The Office of Chief Counsel at the Department of Education is responsible for receiving, reviewing and investigating educator misconduct complaints, and for prosecuting formal disciplinary charges.

The professional discipline process is initiated by the filing of a notarized Educator Misconduct Complaint form with the Office of Chief Counsel:

http://www.education.state.pa.us/portal/server.pt/community/guidelines%2C_policies%2C_complaint_forms%2C_reports_and_related_documents_/8850/educator_complaint_form/529194.

A complaint may be filed within one (1) year from the date of alleged misconduct or the date of discovery of the alleged misconduct. If the alleged misconduct is of a continuing nature, the complaint must be filed within one (1) year of the last date on which the misconduct occurred. Complaints involving sexual abuse or exploitation of a child or a student may be filed up until five (5) years after the child or student reaches eighteen (18) years of age.

Procedures For Filing A Complaint

The designated administrator will be responsible for filing a complaint regarding a certificated district employee accused of misconduct.

The administrator will complete and submit the Educator Misconduct Complaint Form and will include the following with the complaint:

1. Complainant's name and contact information, current mailing address and daytime telephone number.
2. Information to identify the educator, including the educator's full name, available contact information, employing school district, and position in the school district.
3. Detailed description of educator's professional misconduct, including the date(s) on which the conduct occurred.
4. Copies (no originals) of documents that support the complaint; for example, police reports, court records, medical bills, emails, text messages, and correspondence.
5. Information related to complaints filed with other agencies, such as school district, police, and children and youth services.

When completing the complaint form, the administrator will be specific and will include the following information: what happened, who was involved, when and where the conduct occurred.

The complaint form must be signed in the presence of a notary, with the notary's original stamp and signature affixed.

Confidentiality

The educator misconduct complaint process is confidential, and no unauthorized release of confidential information is permitted.

The administrator will not release any information regarding the filing of a complaint, any information learned as a result of the Department's investigation, or disposition of the complaint prior to imposition of public discipline.