

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: January 5, 2015

REVISED:

317.1-AR-0. EDUCATOR MISCONDUCT

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

Mandatory Reports

All mandatory reports must be filed within fifteen (15) days of receipt of notice from an educator or discovery of the incident.

School Entity Reports -

The designated administrator will complete and submit the School Entity Mandatory Report Form and will include the following:

1. Mandatory reporter's name and contact information, current mailing address and telephone number.
2. Information to identify the educator, including the educator's full name, social security number, date of birth, available contact information, employing school district, and position in the school district.
3. Information regarding alleged misconduct, including the date(s) on which and location(s) where the conduct occurred.
4. Information related to reports filed with other agencies.
5. Information related to the current status of the educator.

Educator Mandatory Reports -

The educator will complete and submit the Educator Mandatory Report Form and will include the following:

1. Mandatory reporter's name and contact information, current mailing address and daytime telephone number.

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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. Information regarding alleged misconduct, including the date(s) on which and location(s) where the conduct occurred.
4. Information related to reports filed with other agencies.

Educator Misconduct Complaint

The professional discipline process is initiated by the filing of an educator misconduct complaint with the Office of Chief Counsel.

Filing a Complaint -

[Commonwealth of Pennsylvania Mandatory Report Form](#) (Word)

To be filed by Chief School Administrator

[Mandatory Report Form for Educators](#) (Word)

To be filed by educator

Confidentiality -

No confidential information will be released without authorization.

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.

The confidentiality provisions do not prevent the district from: investigating or prosecuting allegations of misconduct; providing information to or consulting with a law enforcement, child protective services or licensing agency of the Commonwealth or other state or jurisdiction; or disclosing information developed in the course of investigations conducted by the school entity whether conducted independently or by direction of the Department in any disciplinary proceeding against the educator.