

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: NOTIFICATION OF ARREST OR
CONVICTION

ADOPTED: February 13, 2012

REVISED:

	516. NOTIFICATION OF ARREST OR CONVICTION
1. Authority	All district administrative, professional and support employees are required to conduct themselves in a manner compliant with Federal, State and Local law.
2. Delegation of Responsibility SC 510	All district employees shall comply with state and federal laws and regulations.
	<u>Arrest Or Conviction Reporting Requirements</u>
SC 111	Employees shall use the designated form (“PDE-6004”) to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by Public School law.
SC 111	An employee shall be required to submit a current criminal history background check report if the Superintendent or designee holds a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by Public School law, and the employee has not notified the Superintendent or designee.
	Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination <u>of employment</u> and criminal prosecution.