

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

CONDUCT/DISCIPLINARY PROCEDURES

417 AR 1 Conduct/Disciplinary Procedures

1. Professional/Contracted/Support Employees See School Laws of Pennsylvania, Section 111.
2. Handling of form PDE 6004.
  - Superintendent will as much as possible verify the information on the PDE 6004 through as a minimum conversation with the individual, law enforcement and district solicitor.
  - District action will be handled on a case by case basis and may include the following:
    - a. Level 1 – Verbal warning, documented with a letter of confirmation which will be placed in the employee’s personnel file.
    - b. Level II – Verbal reprimand, documented with a letter of confirmation which will be placed in the employee’s personnel file.
    - c. Level III- Written reprimand, placed in the personnel file.
    - d. Level IV – Possible suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.
      - If required and in consultation with the solicitor, an educator misconduct report may be filed with the department of education by the superintendent.
      - PDE form 6004 and related documents will be placed in the individuals’ professional file.
3. Handling of Child Protective Services Notifications.
  - Superintendent will meet with the individual to inform them of the notification.
  - Superintendent will notify the solicitor.
  - District staff will cooperate fully as necessary with CPS.
  - As per CPS guidance, additional action may be necessary on a case by case basis.
  - If required and in consultation with the solicitor, an educator misconduct report may be filed with the department of education by the superintendent.
  - Superintendent will meet with the individual when a notice of disposition is received from CPS.
  - District action will be handled on a case by case basis and may include the following:
    - a. Level 1 – Verbal warning, documented with a letter of confirmation which will be placed in the employee’s personnel file.
    - b. Level II – Verbal reprimand, documented with a letter of confirmation which will be placed in the employee’s personnel file.
    - c. Level III- Written reprimand, placed in the personnel file.
    - d. Level IV – Possible suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.
      - CPS documents and related items will be placed in the individuals’ professional file.

