

INCIDENTS – 1201/32BJ and 634

ALLEGATIONS

From students, parents, staff, etc...

INVESTIGATION

Who, what, where... Have witnesses provide written statements with specifics. Ask clarifying questions (not leading). **Date and Signature** must be included on all witness statements. Evidence may include: videos, surveillance cameras, cell phones, nurses report, incident reports, emails, photographs, physical evidence (ruler, pointer, rope, etc...)

CONFERENCE NOTICE

1201/32 BJ and Local 634 employees must be provided a conference notice at least **48** hours in advance. The employee is entitled to union representation and the **union must be notified** of the conference by fax: (Local 1201) 215 923-5534 and (Local 634) 215 440-0376. Hand deliver notice to employee. Statements and reports should be attached.

INVESTIGATORY CONFERENCE

Employee has opportunity to respond to allegations. Gather information; ask questions and take notes with specific details. Determination made after conference and put in writing.

CONFERENCE SUMMARY

Summarize what the employee and/or union representative stated at the conference. The summary must include the details of the incident along with a conclusion and recommendations (including a warning). Include directives and deadlines if necessary. A determination of whether the summary is forwarded to the official personnel file or remain in the school file must be included.

UNFOUNDED

Summary stating what occurred and the incident was unfounded (or inconclusive).

SECOND LEVEL REQUEST (SUPPORT STAFF)

Complete checklist; ensure all documents and cover letter requesting conference are included. Send to Tracie Gardner, Hearing Office – 440 N. Broad