BOARD POLICY

317 Conduct/Disciplinary Procedures

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Authority

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[1] **[2]**

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[3][4]

Delegation of Responsibility

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[3]

Certificated employees shall comply with the Code of Professional Practice and Conduct for Educators, in accordance with applicable law and regulations. **[1]**

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students including those not enrolled in our school district. [2]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. [5]
6. Use of profane language.
7. Breach of confidential student, staff or district information.
8. Failure to comply with directives of district officials, security officers or law enforcement officers. [6]
9. Carrying or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[6]
11. Violation of federal, state, or applicable municipal laws or regulations.[6]

The district may take disciplinary action for employee conduct that occurs during or outside of assigned duties when such conduct has a direct nexus to or obstructs, disrupts, or interferes with the teaching, research, service, operations, administrative or disciplinary functions of the district, or any district-sponsored activity.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to:

1. Verbal warning;
2. Written warning;
3. Reprimand;

4. Suspension;

5. Demotion;[7]

6. Dismissal;[6]

7. Pursuit of civil and legal remedies.

Prior to considering demotion or dismissal of an employee, and at other times when employee conduct has been reported, the Superintendent or designee shall investigate allegations that an employee has violated Board policies, administrative regulations, rules or procedures and shall recommend appropriate action to the Board, in accordance with applicable law and regulations.[4][6][8][9]

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a Board hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[4][6][8][9][10][11][12][13][14][15][16][17]

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[18][19]

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[20]

The Superintendent may also receive notice from the PA Department of Education when a certificated educator has a pending record of arrest, indictment or charge entered upon their state record in the Teacher Information Management System (TIMS).

An employee shall be required immediately to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[18] **[21]**

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[20] **[21]**

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[18][20]

Legal Footnotes

[1] **Pol. 824**
POLICY REFERENCE

[2] **Pol. 824**
POLICY REFERENCE

[3] **24 P.S. 510**
LEGAL REFERENCE

[4] **24 P.S. 514**
LEGAL REFERENCE

[5] **Pol. 351**
POLICY REFERENCE

[6] **24 P.S. 1122**
LEGAL REFERENCE

[7] **24 P.S. 1151**
LEGAL REFERENCE

[8] **24 P.S. 1121**
LEGAL REFERENCE

[9] **24 P.S. 1127**
LEGAL REFERENCE

[10] **24 P.S. 1126**
LEGAL REFERENCE

[11] **24 P.S. 1128**
LEGAL REFERENCE

[12] **24 P.S. 1129**
LEGAL REFERENCE

[13] **24 P.S. 1130**
LEGAL REFERENCE

[14] **24 P.S. 1131**
LEGAL REFERENCE

[15] **24 P.S. 1132**
LEGAL REFERENCE

[16] **24 P.S. 1133**
LEGAL REFERENCE

[17] **2 Pa. C.S.A. 551**
LEGAL REFERENCE

[18] **24 P.S. 111**
LEGAL REFERENCE

[19] **24 P.S. 2070.9a**
LEGAL REFERENCE

[20] **23 Pa. C.S.A. 6344.3**
LEGAL REFERENCE

[21] **Pol. 806**
POLICY REFERENCE