

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	Active
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### **Authority.**

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

The Joint Operating Committee requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#)[\[2\]](#)

The Joint Operating Committee directs that all 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 Joint Operating Committee policies, administrative regulations, rules and procedures.[\[3\]](#)

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative, project and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### **Delegation of Responsibility**

All employees shall comply with state and federal laws and regulations, Joint Operating Committee policies, administrative regulations, rules and procedures. School employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[\[3\]](#)

When engaged in assigned duties, 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.[\[2\]](#)
3. Causing intentional damage to school property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of school facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[\[12\]](#)
6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of school officials, security officers, or law enforcement officers.  
[\[5\]](#)

9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Joint Operating Committee policies, administrative regulations, rules or procedures.[\[5\]](#)
11. Violation of federal, state, or applicable municipal laws or regulations.[\[5\]](#)
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the school, or any activity sponsored or approved by the Joint Operating Committee.

The Administrative Director or designee shall develop and disseminate disciplinary rules for violations of Joint Operating Committee policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.[\[5\]](#)[\[13\]](#)

#### Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Administrative Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[14\]](#)  
[\[15\]](#)

Employees shall also report to the Administrative Director 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.[\[16\]](#)

An employee shall be required to submit a new criminal history background check report if the Administrative Director 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 Administrative Director or designee.[\[14\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Administrative Director 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.[\[16\]](#)

Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[14\]](#)[\[16\]](#)

Legal

1. 22 PA Code 235.10
2. Pol. 824
3. 24 P.S. 1850.1
4. 24 P.S. 1121
5. 24 P.S. 1122
6. 24 P.S. 1126
7. 24 P.S. 1127
8. 24 P.S. 1128
9. 24 P.S. 1129
10. 24 P.S. 1130
11. 2 Pa. C.S.A. 551 et seq
12. Pol. 351
13. 24 P.S. 1151
14. 24 P.S. 111
15. 24 P.S. 2070.9a
16. 23 Pa. C.S.A. 6344.3
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq