

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: August 19, 2002

REVISED: July 21, 2003; April 19, 2004

1st READ: May 19, 2015

517. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Purpose</p>	<p>All support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of school district programs requires the cooperation of all employees working together under a system of policies, <u>administrative regulations, —and rules and procedures</u>, applied fairly and consistently. The orderly conduct of the school district's functions requires compliance with these policies, <u>administrative regulations, —and rules and procedures</u>, and consistent penalties and disciplinary procedures for violations.</p>
<p><u>2. Authority</u> <u>Title 22</u> <u>Sec. 235.10</u> <u>SC 510, 514</u></p>	<p><u>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</u></p> <p><u>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.</u></p>
<p>2. Authority</p>	<p>The Board directs that procedures be established whereby support employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of school district policies, rules and procedures.</p>
<p>3. Guidelines <u>SC510</u></p> <p>2 Pa. C.S.A. Sec. 551 et seq</p>	<p>All support employees shall comply with <u>state and federal laws and regulations</u>, school district policies, <u>administrative regulations</u>, rules and regulations<u>procedures</u>; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute. No employee shall be disciplined, discharged, or reduced in rank or compensation without just cause.</p>
<p><u>3. Guidelines</u></p>	<p>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</p>

<p>4. Delegation of Responsibility</p>	<ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm to anyone. Verbal abuse shall include, but not be limited to, language, which is demeaning or threatening to any particular group, class or individual. 2. Willfully or intentionally causing damage to school district property, facilities and equipment. 3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds. 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. 5. Use of profane or abusive language, symbols or conduct. <u>6. Breach of confidential information.</u> 6-7. Failure to comply with directives of district officials, security officers, or law enforcement officers. 7-8. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator. 8-9. Violation of school district policies, rules and regulations. 9-10. Violations of federal, state, or applicable municipal law or regulation. 10-11. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the school district, or any activity sponsored or approved by the Board. <p>The Superintendent may prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties, including: verbal warning, written warning, reprimand, suspension, demotion, dismissal or civil and criminal sanctions.</p>
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<p><u>SC 111</u> <u>24 P.S.</u> <u>Sec. 2070.9a</u></p> <p><u>23 Pa. C.S.A.</u> <u>Sec. 6344.3</u></p> <p><u>SC 111</u></p>	<p><u>Arrest Or Conviction Reporting Requirements</u></p> <p><u>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.</u></p> <p><u>Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</u></p> <p><u>An employee shall be required to submit a current criminal history background check report 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. Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.</u></p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151</u></p> <p><u>State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.</u></p> <p><u>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</u></p> <p><u>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</u></p> <p><u>Board Policy – 000, 551</u></p>
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