

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: August 19, 2002

REVISED: June 15, 2015

317. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Purpose</p>	<p>All administrative 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 and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.</p>
<p>2. Authority</p> <p><u>Title 22</u> <u>Sec. 235.10</u> <u>SC 510</u> <u>Pol. 824</u></p> <p><u>SC 510,514</u></p> <p><u>SC 1121, 1122,</u> <u>1126, 1127</u> <u>1128, 1129,</u> <u>1130</u> <u>2 Pa. C.S.A.</u> <u>Sec. 551 et seq</u></p>	<p>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</p> <p>The Board directs that procedures be established whereby administrative employees are informed of <u>conduct that is required and is prohibited during work hours and</u> the disciplinary actions that are considered appropriate and may be applied for violation of school district policies, rules and procedures.</p> <p><u>In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute.</u></p> <p>When charges are filed against an administrative employee pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code may vote to discharge any such employee or authorize a lesser punishment short of a discharge such as a suspension without pay or lesser degrees of punishment.</p> <p>The vote to discharge shall be by a two-thirds (2/3) vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting which such vote is to be taken.</p>
<p>3. Delegation of Responsibility</p> <p><u>SC 510</u></p>	<p>All administrative employees shall comply with state and federal regulations, school district policies, administrative regulations, rules and procedures; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p>

<p>2 Pa. C.S.A. — Sec. 551 et seq — SC 1127</p> <p>4. Guidelines</p>	<p>In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute.</p> <p>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</p>
<p><u>Pol. 824</u></p>	<p>1. Physical or verbal abuse, or threat of harm, to anyone.</p> <p>1.2. <u>Nonprofessional relationships with students.</u></p> <p>2.3. Causing damage to school district property, facilities and equipment.</p> <p>3.4. Forceful or unauthorized entry to or occupation of school district facilities, buildings and grounds.</p> <p>4.5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</p> <p>5.6. Use of profane or abusive language, symbols or conduct.</p> <p>6.7. Breach of confidential information.</p> <p>7.8. Failure to comply with directives of school district officials, security officers, or law enforcement officers.</p> <p>8.9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</p> <p>9.10. Violation of school district policies, rules and regulations.</p> <p>10.11. Violations of federal, state, or applicable municipal law or regulation.</p> <p>11.12. 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>
<p>SC 1122</p>	<p>The Superintendent <u>or designee</u> shall prepare and promulgate disciplinary rules for violations of school district policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, suspension and dismissal, <u>pursuit of civil and criminal sanctions.</u></p> <p><u>Arrest Or Conviction Reporting Requirements</u></p>
<p>SC 111 24 P.S.</p>	<p>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</p>

<p>Sec. 2070.9a</p>	<p>be reported by law.</p>
<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed<u>named</u> as a perpetrator in <u>a founded or indicated report pursuant to</u> the Statewide database, in accordance with the Child Protective Services Law.</p>
<p>SC 111</p>	<p>An employee shall be required to submit a<u>new</u> 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.</p>
<p>Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.</p>	<p>Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.</p>
<p><u>23 Pa. C.S.A. Sec. 6344.3</u></p>	<p><u>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.</u></p>
<p><u>SC 111 23 Pa. C.S.A. Sec. 6344.3</u></p>	<p>Failure to accurately report such arrests and convictions<u>occurrences</u> may subject the employee to disciplinary action up to and including termination and criminal prosecution.</p>
<p>School Code 510, 1122, 1126, 1127, 1151</p>	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151</p> <p>State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 000, 351, <u>824</u></p>