

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: SUPPORT EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: August 19, 2002

REVISED: July 21, 2003

April 19, 2004

June 15, 2015

March 21, 2016

REPEAL: (Combine with Policy 317)

517. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	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, administrative regulations, rules and procedures, applied fairly and consistently. The orderly conduct of the school district's functions requires compliance with these policies, administrative regulations, rules and procedures, and consistent penalties and disciplinary procedures for violations.
2. Authority Title 22 Sec. 235.10 Pol. 824 SC 510, 514	The Board requires employees to maintain professional, moral and ethical relationships with students at all times. The Board directs that all district support 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.
SC 1121, 1122, 1126, 1127 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	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.
SC 510	All support employees shall comply with state and federal laws and regulations, school district policies, administrative regulations, rules and procedures; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
3. Guidelines	When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:

<p>Pol. 824</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. Nonprofessional relationships with students. 3. Willfully or intentionally causing damage to school district property, facilities and equipment. 4. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds. 5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. 6. Use of profane or abusive language, symbols or conduct. 7. Breach of confidential information. 8. Failure to comply with directives of district officials, security officers, or law enforcement officers. 9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator. 10. Violation of school district policies, rules and regulations. 11. Violations of federal, state, or applicable municipal law or regulation. 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>The Superintendent or designee 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 pursuit of civil and criminal sanctions.</p>
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<p>SC 111 24 P.S. Sec. 2070.9a</p> <p>23 Pa. C.S.A. Sec. 6344.3</p> <p>SC 111</p> <p>23 Pa. C.S.A. Sec. 6344.3</p> <p>SC 111 23 Pa. C.S.A. Sec. 6344.3</p>	<p><u>Arrest Or Conviction Reporting Requirements</u></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 be reported by law.</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 named as a perpetrator in a founded or indicated report pursuant to the Statewide database, in accordance with the Child Protective Services Law.</p> <p>An employee shall be required to submit new 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>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.</p> <p>Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.</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>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 000, 551, 824</p>
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