

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

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CARLISLE AREA SCHOOL DISTRICT

317. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Purpose</p> <p>Title 22 Sec. 235.10</p>	<p>All administrative employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.</p> <p>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</p>
<p>2. Authority</p> <p>SC 510</p> <p>SC 1122, 1126, 1127</p>	<p>The Board directs that procedures be established whereby administrative employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.</p> <p>When dismissal charges are filed against a certificated administrative employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.</p>
<p>3. Guidelines</p> <p>SC 510</p> <p>2 Pa. C.S.A. Sec. 551 et seq SC 1127</p>	<p>All administrative employees shall comply with state and federal laws and regulations, district policies, rules and regulations. District employees shall endeavor 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 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> <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Causing intentional damage to district property, facilities and equipment. 3. Forceful or unauthorized entry to or occupation of district facilities, buildings

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<p>Pol. 351</p>	<p>and grounds.</p> <p>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</p> <p>5. Use of profane or abusive language.</p>
<p>SC 1122</p>	<p>6. Failure to comply with directives of district officials, security officers, or law enforcement officers.</p> <p>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</p>
<p>SC 1122</p>	<p>8. Violation of district policies, rules and regulations.</p>
<p>SC 1122</p>	<p>9. Violations of federal, state, or applicable municipal law or regulation.</p> <p>10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.</p>
<p>4. Delegation of Responsibility SC 1122, 1151</p>	<p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal or pursuit of civil and criminal sanctions.</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 of any crime that is graded a misdemeanor or felony.</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 Child Protective Services Law.</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>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</p>

SC 111	<p>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, depending on the nature of the offense, subject to employee 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>Educator Discipline Act- 24 P.S. Sec. 2070. La et seq</p> <p>Child Protective Services Law- 23 Pa. C.S.A. Sec 6301 et seq.</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Board Policy – 351</p>
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