

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: February 21, 2012

REVISED:

SOUTHERN FULTON SCHOOL DISTRICT

317. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Authority</p> <p>Title 22 Sec. 235.10</p> <p>SC 510, 514</p> <p>SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec 551 et seq</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 administrative 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 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>2. Delegation of Responsibility SC 510</p>	<p>All administrative employees shall comply with state and federal laws and regulations, district policies, rules and regulations. Administrative employees shall endeavor to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</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. Nonprofessional relationships with students.

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<p>Pol. 351</p>	<p>3. Causing intentional damage to district property, facilities and equipment.</p> <p>4. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds.</p> <p>5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</p> <p>6. Use of profane or abusive language.</p> <p>7. Breach of confidential information.</p>
<p>SC 1122</p>	<p>8. Failure to comply with directives of district officials, security officers, or law enforcement officers.</p> <p>9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</p>
<p>SC 1122</p>	<p>10. Violation of district policies, rules and regulations.</p>
<p>SC 1122</p>	<p>11. Violations of federal, state, or applicable municipal law or regulation.</p> <p>12. 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>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 progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/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 required to be reported by law.</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 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 the employee to disciplinary action up to and including termination and criminal prosecution.</p>

The Superintendent or designee shall report promptly to the Department of Education any instance where the school district has dismissed an administrative employee for cause. The Superintendent also shall report any instance where an administrative employee has been formally charged or convicted of a crime of moral turpitude or other offense that requires mandatory suspension or revocation of the certified employee's professional and/or administrative certification.

References:

School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151

State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

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