

# SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: April 18, 2002

REVISED: December 17, 2015

317. CONDUCT/DISCIPLINARY PROCEDURES	
1. Authority	<p>All administrative, employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the school requires the cooperation of all employees working together and complying with a system of Joint Operating Committee policies, administrative regulations, rules and procedures, applied fairly and consistently.</p>
Title 22 Sec. 235.10 Pol. 824 SC 1850.1	<p>The Joint Operating Committee requires employees to maintain professional, moral and ethical relationships with students at all times.</p> <p>The Joint Operating Committee directs that all 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 Joint Operating Committee policies, administrative regulations, rules and procedures.</p>
SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	<p>When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law.</p>
2. Delegation of Responsibility SC 1850.1	<p>All employees shall comply with state and federal laws and regulations, Joint Operating Committee policies, administrative regulations, rules and procedures. School employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, employees shall not participate in activities that include but are not limited to the following:</p>
Pol. 824	<ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Nonprofessional relationships with students.</li> </ol>

317. CONDUCT/DISCIPLINARY PROCEDURES - Pg. 2

<p>Pol. 351</p> <p>SC 1122</p> <p>SC 1122</p> <p>SC 1122</p> <p>SC 1151</p> <p>SC 1122</p>	<ol style="list-style-type: none"> <li>3. Causing intentional damage to school property, facilities and equipment.</li> <li>4. Forceful or unauthorized entry to or occupation of school facilities, buildings and grounds.</li> <li>5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</li> <li>6. Use of profane or abusive language.</li> <li>7. Breach of confidential information.</li> <li>8. Failure to comply with directives of school officials, security officers, or other law enforcement officer.</li> <li>9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate administrator.</li> <li>10. Violation of Joint Operating Committee policies, administrative regulations rules or procedures.</li> <li>11. Violation of federal, state, or applicable municipal law or regulation.</li> <li>12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative, or disciplinary functions of the school, or any activity sponsored or approved by the Joint Operating Committee.</li> </ol> <p>The Administrative Director or designee shall develop and disseminate disciplinary rules for violations of Joint Operating Committee policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Verbal Warning.</li> <li>2. Written warning.</li> <li>3. Reprimand.</li> <li>4. Suspension.</li> <li>5. Demotion.</li> <li>6. Dismissal.</li> </ol>
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	<p>7. Pursuit of civil and criminal sanctions.</p> <p><u>Arrest Or Conviction Reporting Requirements</u></p>
<p>SC 111 24 P.S. Sec. 2070.9a</p>	<p>Employees shall use the designated form to report to the Administrative Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p>
<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>Employees shall also report to the Administrative Director or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.</p>
<p>SC 111</p>	<p>An employee shall be required to submit a new criminal history background check report if the Administrative Director 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 Administrative Director or designee.</p>
<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>An employee shall be required immediately to submit a new child abuse history certification if the Administrative Director 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>SC 111 23 Pa. C.S.A. Sec. 6344.3</p>	<p>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> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151, 1850.1</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>Joint Operating Committee Policy – 351, 824</p>