

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 817

Section OPERATIONS

Policy Guide



Title CONDUCT/DISCIPLINARY PROCEDURES

Adopted JUNE 27, 2017

Revised _____

	<p>POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES</p> <p>THIS POLICY SHALL SUPERSEDE POLICIES 317, 417, AND 517.</p>		
Section 1	<p><u>Purpose</u></p> <p>Effective operation of the District’s programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the District’s business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.</p>		
Section 2	<p><u>Authority</u></p> <p>All administrative, professional and classified employees are expected to conduct themselves in a professional manner, consistent with appropriate and orderly behavior, and in a manner which establishes a positive example for students in a public school setting. Effective operation of district schools 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>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</p>	<p>22 PA Code 235.10 Pol. 847</p>	

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Section 3	<p>The Board directs that all district 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.</p>	SC 510, 514
	<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. Non-certificated administrative and classified employees may be entitled to a Local Agency Law hearing, at the employee's request.</p>	SC 1121, 1122, 1126 1127, 1128 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq.
	<p><u>Guidelines</u></p>	
	<p>All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall maintain order, perform assigned job functions and carry out directives issued by supervisors.</p>	SC 510
	<p>When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:</p>	
	<ol style="list-style-type: none"> 1. Threatening actions or conduct, physical or verbal abuse, or verbal or written threats of harm, directed to anyone. 2. Non-professional relationships with students. 3. Causing damage to or destruction of district property, facilities or equipment through intentional, willful or grossly negligent actions or conduct. 4. Forceful or unauthorized entry to, occupation or use of District facilities, buildings, grounds or other property. 5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances on school grounds, school vehicles, at school sponsored events on or off school property. 6. Use of profane or abusive language. 	Pol. 847 Pol. 851

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7. Breach of confidential information.	SC 1122
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, school vehicles, at school sponsored events on or off school property without authorization from the appropriate school administrator.	
10. Theft or dishonesty, including falsification or reports.	Pol. 623
11. Violating or otherwise failing to follow Board policies, administrative regulations, rules or procedures.	SC 1122
12. Violation of federal, state, or applicable municipal laws or regulations.	SC 1122
13. Unsatisfactory performance of job duties.	
14. Excessive unexcused absences or tardiness.	
15. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the District, or any activity sponsored or approved by the Board, or other conduct which otherwise exposes the District to loss or liability or damage to reputation.	
<u><i>Arrest or Conviction Reporting Requirements</i></u>	
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.	SC 111, 2070 9a
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.	23 Pa. C.S.A. 6344.3

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	An employee shall be required to submit new criminal history back ground checks 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.	SC 111
	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.	23 Pa. C.S.A. 6344.3
	Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.	SC 111 23 Pa. C.S.A. 6344.3
Section 4	<u>Delegation of Responsibility</u>	
	The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.	SC 1122, 1151
	Disciplinary rules shall annually be reviewed, updated, and referred to the Board for information purposes.	
	References: School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1127, 1128, 1129, 1130, 1151 Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq. State Board of Education Regulations – 22 PA Code Sec. 235.10 Title 23 – 23 Pa. C.S.A. 6344.3 Board Policy – 623, 847, 851	