

UPPER BUCKS COUNTY TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: October 16, 2008

REVISED: April 19, 2012

317. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Authority</p>	<p>All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of school programs 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>
<p>Title 22 Sec. 235.10</p>	<p>The Joint Operating Committee requires employees to maintain professional, moral and ethical relationships with students at all times.</p>
<p>SC 1850.1</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>
<p>SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq</p>	<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. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.</p>
<p>SC 510</p>	<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> <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Nonprofessional relationships with students.

317. CONDUCT/DISCIPLINARY PROCEDURES - Pg. 2

<p>Pol. 351</p>	<p>3. Causing intentional damage to school property, facilities or equipment.</p> <p>4. Forceful or unauthorized entry to or occupation of school facilities, buildings or 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 school officials 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 Joint Operating Committee policies, administrative regulations, rules or procedures.</p>
<p>SC 1122</p>	<p>11. Violation of federal, state, or applicable municipal laws or regulations.</p> <p>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.</p>
<p>2. Delegation of Responsibility SC 1122, 1151</p>	<p>The Executive 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 verbal warning, written warning, reprimand, suspension, demotion, dismissal, or pursuit of civil and criminal sanctions.</p>
<p>SC 111</p>	<p><u>Arrest Or Conviction Reporting Requirements</u></p> <p>Employees shall use the designated form to report to the Executive Director or designee, with seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p>

<p>SC 111</p>	<p>An employee shall be required to submit a current criminal history background check report if the Executive 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 Executive Director 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> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 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>Joint Operating Committee Policy – 000, 351</p>
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