



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	CONDUCT/DISCIPLINARY PROCEDURES
ADOPTED:	3/22/17
REVISED:	

317 - CONDUCT/DISCIPLINARY PROCEDURES

Section 1. Authority

- a. All administrative employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. 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.
- b. The Board adopts the standards contained in the Professional Employees Code of Professional Practice and Conduct for Education and requires employees to maintain professional, moral, and ethical relationships with students at all times.
- c. The Board directs that all administrative employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that are considered appropriate and may be applied for violation of Board policies, administrative regulations, rules, and procedures.
- d. When demotion or dismissal charges are filed against a certificated administrative employee, a hearing shall be provided as required by applicable law.
- e. The Board, after hearing the case, may vote to discharge such employee or authorize a lesser punishment short of a discharge, such as a suspension without pay.
- f. The vote to discharge an administrative employee shall require a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is taken.

Title 22
Sec. 235.1 et seq,
235.10

SC 510, 514

SC 1121, 1122,
1126, 1127,
1128, 1129,
1130
2 Pa. C.S.A.
Sec. 551 et seq

Pol. 006

<p>SC 510</p>	<p>Section 2. <u>Delegation of Responsibility</u></p> <p>a. All administrative employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules, and procedures.</p> <p>b. Administrative employees shall endeavor to maintain order, perform assigned job functions, and carry out directives issued by supervisors.</p> <p>c. When engaged in assigned duties, administrative 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. 3. Causing intentional damage to District, employee, or student property, facilities, or equipment. 4. Forceful or unauthorized entry to or occupation of District facilities, buildings, or grounds.
<p>Pol. 351</p>	<ol style="list-style-type: none"> 5. Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances. 6. Use of profane or abusive language. 7. Breach of confidential information.
<p>SC 1122</p>	<ol style="list-style-type: none"> 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 without authorization from the appropriate school administrator.
<p>SC 1122</p>	<ol style="list-style-type: none"> 10. Violation of Board policies, administrative regulations, rules, or procedures.
<p>SC 1122</p>	<ol style="list-style-type: none"> 11. Violation of federal, state, or applicable municipal laws or regulations. 12. 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. <p>d. 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, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.</p>

<p>Pol. 324</p>	<p>e. All disciplinary actions taken shall be so noted in the employee’s personnel file.</p>
<p>SC 111</p>	<p>f. Arrest or Conviction Reporting Requirements</p> <ol style="list-style-type: none"> 1. 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>SC 111</p>	<ol style="list-style-type: none"> 2. 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. 3. 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><u>References:</u> 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. Board Policy – 000, 006, 324, 351</p>