

PENN MANOR SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: September 13, 2010

REVISED:

	317. CONDUCT/DISCIPLINARY PROCEDURES
1. Authority	All administrative, professional and support 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.
SC 510, 514	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.
SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	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.
SC 510	All district employees shall comply with Board policies, administrative regulations, rules and procedures; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors. When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following: 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Causing intentional damage to district property, facilities or equipment. 3. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.

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Pol. 351	4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
	5. Use of profane or abusive language.
SC 1122	6. Failure to comply with directives of district officials, security officers, or law enforcement officers.
	7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
SC 1122	8. Violation of Board policies, administrative regulations, rules or procedures.
SC 1122	9. Violation of federal, state, or applicable municipal laws or regulations.
	10. 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.
2. Delegation of Responsibility SC 1122, 1151	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, or pursuit of civil and criminal sanctions. References: School Code – 24 P.S. Sec. 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151 Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq. Board Policy – 000, 351