

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

317-AR-0. EMPLOYEE CONDUCT STANDARDS

Professional and ethical behavior is expected of all district employees. Board policy and the established standards listed below serve as a notice of employees' expected conduct. These standards are intended to protect the health, safety and general welfare of students and employees, ensure the community a degree of accountability within the district, and define misconduct justifying disciplinary action. In addition, professional educators will comply with Pennsylvania's Code of Professional Practice and Conduct for Educators: <http://www.pacode.com/secure/data/022/chapter235/chap235toc.html>.

Board policy and the following standards are not a complete list of expectations for behavior, and an employee can be disciplined for conduct not specifically stated.

All district employees will:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language and appearance.
2. Exemplify honesty and integrity. Violations include, but are not limited to, falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual, or information submitted in connection with job duties or during the course of an official inquiry or investigation.
3. Maintain a professional relationship with all students, both in and outside of school. Violations include, but are not limited to, committing any act of child abuse or cruelty to children; engaging in harassing behavior; soliciting, encouraging or consummating an inappropriate written, verbal or physical relationship with a student; providing tobacco, alcohol or illegal/unauthorized substance to a student or allowing a student under his/her supervision to consume alcohol or an illegal/unauthorized substance.
4. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, violence, bias and discrimination. Violations include, but are not limited to, using alcohol or illegal/unauthorized substances when on school property or at school-sponsored events or when engaged in job responsibilities; failing to report suspected cases of child abuse or neglect; tolerating student bullying or harassment.

5. Honor the public trust when entrusted with public funds and property by acting with honesty, accuracy and responsibility. Violations include, but are not limited to, misusing public or school-related funds; failing to account for funds collected from students or parents/guardians; submitting fraudulent requests for reimbursement of expenses or pay; commingling district or school funds with personal funds or checking accounts; using school property without the approval of the supervising administrator.
6. Maintain integrity with students, colleagues, parents/guardians, community members and businesses concerning business dealings and when accepting gifts and favors. Violations include, but are not limited to, soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.
7. Respect the confidentiality of student and personnel records, standardized test material and other information covered by confidentiality agreements. Violations include, but are not limited to, disclosing information restricted by federal or state law; disclosing confidential information regarding student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law.
8. Demonstrate conduct that follows generally recognized professional standards. Unethical conduct is any conduct that impairs an employee's ability to function professionally in his/her employment or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline or morals of students.
9. Comply with all federal and state laws, rules and regulations governing public schools, as well as all Board policies, administrative regulations, rules and procedures established in the district.