

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: March 14, 2006

REVISED: January 13, 2015

	517. CONDUCT/DISCIPLINARY PROCEDURES
1. Purpose	All support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.
2. Authority	The Board directs that procedures be established whereby support employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.
3. Guidelines	All support employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.
Pol. 551	<p>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Causing intentional damage to district property, facilities and equipment.</li> <li>3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds.</li> <li>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</li> <li>5. Use of profane or abusive language.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Failure to comply with directives of district officials, security officers, or law enforcement officers.</li> <li>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</li> <li>8. Violation of district policies, rules and regulations.</li> <li>9. Violations of federal, state, or applicable municipal law or regulation.</li> <li>10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.</li> </ol>
4. Delegation of Responsibility	<p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, 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>Any disciplinary action against an employee shall be initiated by the building principal, who shall report such action to the Superintendent. The Superintendent shall attempt to resolve the issue without involving the Board.</p> <p>If termination of employment is considered to be the best solution for the district, as determined by the Superintendent, the employee shall be notified in writing of such decision and the reason(s) for his/her dismissal.</p> <p>The Superintendent shall have the right to suspend an employee until the Board acts, if the merits of the case indicate to the Superintendent that it would be in the best interests of the district to do so.</p> <p><u>Arrest Or Conviction Reporting Requirements</u></p>
SC 111 24 P.S. Sec. 2070.9a	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.
23 Pa. C.S.A. Sec. 6344.3	Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.
SC 111	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

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	<p>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. Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>
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