

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

No. 317

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: October 17, 2016

REVISED:

417 PROFESSIONAL EMPLOYEES	
<p><i>1. Authority</i></p>	<p><b><u>Authority</u></b></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 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.</p> <p>The Board requires employees to maintain professional, moral and ethical relationships with students at all times. [1]</p> <p>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. [2][3]</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. Non-certificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request. [4][5][6][7][8][9][10][11]</p>
<p><i>2. Delegation of Responsibility</i></p>	<p><b><u>Delegation of Responsibility</u></b></p> <p>All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors. [2]</p> <p>When engaged in assigned duties, district employees shall not 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. Nonprofessional relationships with students.</li><li>3. Causing intentional damage to district property, facilities or equipment.</li><li>4. Forceful or unauthorized entry to or occupation of district facilities, building or grounds.</li></ol>

<p>3. <i>Legal</i>  <i>22PA Code</i>  <i>235.10, 24 P.S. 510,</i>  <i>24 P.S. 514, 24 P.S.</i>  <i>1121, 24 P.S. 1122,</i>  <i>24 P.S. 1126, 24</i>  <i>P.S. 1127, 24 P.S.</i>  <i>1128, 24 P.S. 1129,</i>  <i>24 P.S. 1130,</i>  <i>2Pa.C.S.A. 551 et</i>  <i>seq. Pol. 351, 24</i>  <i>P.S. 1151, 24 P.S.</i>  <i>111, 24 P.S.</i>  <i>2070.9a, 23 Pa.</i>  <i>C.S.A. 6344.3</i>  <i>22 PA Code 235.1 et</i>  <i>seq.</i>  <i>23 Pa. C.S.A. 6301 et</i>  <i>seq. P.S. 2070, 1a et</i>  <i>seq. Pol. 000</i></p>	<ol style="list-style-type: none"> <li>5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. [12]</li> <li>6. Use of profane or abusive language.</li> <li>7. Breach of confidential information.</li> <li>8. Failure to comply with directives of district officials, security officers, or law enforcement officers. [5]</li> <li>9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</li> <li>10. Violation of Board policies, administrative regulations, rules or procedures. [5]</li> <li>11. Violation of federal, state, or applicable municipal laws or regulations. [5]</li> <li>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.</li> </ol> <p>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 pursuit of civil and criminal sanctions. [13][ 5]</p> <p><b><u>Guidelines</u></b></p> <p>The following disciplinary procedures will serve as a guide for administering progressive penalties when an employee violates a district policy, rule and/or procedure. The district reserves the right to advance to a more severe penalty when the violation warrants such action:</p> <ol style="list-style-type: none"> <li>1. Level 1 – Verbal warning, documented with a letter of confirmation which will be placed in the employee’s personnel file.</li> <li>2. Level II – Verbal reprimand, documented with a letter of confirmation which will be placed in the employee’s personnel file.</li> <li>3. Level III- Written reprimand, placed in the personnel file.</li> <li>4. Level IV – Possible suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions. [6][14]</li> </ol> <p><b><u>Arrest or Conviction Reporting Requirements</u></b></p> <p>Act 24 of 2011 contains a number of significant changes to the Pennsylvania Public School Code that are designed to enhance the safety of school children. Among the changes, Act 24 amends Section 111 of the School Code to expand the list of prohibitive criminal offenses and ensure that then-current school employees who may not have been subject to a previous background check were required to provide</p>
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assurances that they had not been previously arrested or convicted of a Section 111(e) offense.

Additionally, Act 24 requires that all school employees complete and return to their school administrator a [PDE Form 6004](#) (PDF) within 72 hours of any arrest or conviction of an offense listed in Section 111(e). If an employee refuses to submit the form, Act 24 requires that the School Administrator submit the employee to a new background check under Section 111. Forms may be found on PDE website and are also available by contacting the office of the school district superintendent.

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. [\[14\]](#)[\[15\]](#)

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. [\[16\]](#)

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. 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. [\[14\]](#)

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