

# Sylvan Heights Science Charter School

**Policy Number:** 317

**Policy Title:** Employee Misconduct/Disciplinary Procedures

**Approved:** March 21, 2016

**Revised:** September 21, 2020

## Authority

All Sylvan Heights Science Charter School (School) employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the School 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.

The Board of Trustees (Board) requires employees to maintain professional, moral and ethical relationships with students at all times.

The Board directs that all 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.

## Delegation of Responsibility

All employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. Employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.

The School's employees shall not participate in activities that include, but are not limited to, the following:

1. Violation of Board policies, rules or procedures; any deliberate action that is extreme in nature and is obviously detrimental to the School's efforts to educate students and/or to fulfill the School's Vision as stated in the Personnel Handbook;
2. Violation of law and/or the School's security, safety and/or health rules and practices, including child abuse or failing to report child abuse;
3. Negligence or any careless action which endangers the life or safety of another person or leads to damage of the School's property or property owned by a parent/guardian of a student who attends the School;
4. Failure for professional employees to maintain teacher certification as required by PA Department of Education;
5. Failure to maintain proper clearances as required by Act 34, Act 114, and Act 151;
6. Physical or verbal abuse or threat of harm to any person;
7. Non-professional relationships or interactions with students;
8. Being alone with a student behind closed doors without a legitimate educational interest;

9. Causing intentional damage to School property, facilities, or equipment;
10. Forceful or unauthorized entry to or occupation of School facilities, buildings, or grounds;
11. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances;
12. Use of profane or abusive language at any time during working hours or while on premises owned or operated by the School;
13. Breach of confidential information;
14. Failure to comply with directives of the School's administration, security officers, or law enforcement officers;
15. Carrying onto or possessing a weapon on School grounds without authorization from the Principal/CAO or designee;
16. Violation of federal, state, or applicable municipal laws or regulations;
17. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the School, or any activity sponsored or approved by the Board;
18. Misuse of the School's e-mail, voicemail, equipment, and other electronic communication systems;
19. Failure to record time according to the School's procedures; alteration of time sign in records or attendance documents; recording the work time of another employee or allowing another employee to record employee's own work time;
20. Falsification, misrepresentation, or omission on an application for employment or other work records, including timekeeping and payroll records; alteration of School records or documents; deception or fraud;
21. Engaging in or failing to report criminal conduct which could impact the School's reputation or operations;
22. Misappropriation of School funds; and
23. Abuse of privileged School's student, family, or employee information.

These examples of impermissible behaviors are not intended to be an all-inclusive list. At the Principal/CAO or designee's discretion, any violation of Board policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary actions.

#### Arrest or Conviction Reporting Requirements

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.

Employees shall also report to the Principal/CAO or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

An employee shall be required to submit new criminal history background checks, at the employee's expense, if the Principal/CAO 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 Principal/CAO or designee.

An employee shall be required immediately to submit a new child abuse history certification, at the employee's expense, if the Principal/CAO or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.

#### Discipline:

In the event that it becomes necessary to remove employees from positions for disciplinary/emergency purposes, the Principal/CAO shall have the right to temporarily suspend employees pending final Board action. In these cases, the Principal/CAO will prepare a recommendation and present it to the Board as soon as possible, but no later than the next regularly scheduled Board meeting.

The School shall have a policy of progressive discipline. The progressive disciplinary steps include:

- Verbal reprimand;
- Written reprimand;
- Disciplinary probation;
- Suspension without pay; and/or
- Termination.

#### **Discipline may start at any step including termination, depending on the severity of the misconduct.**

Disciplinary probation lasting from three (3) weeks to three (3) months may be used to offer the employee time and opportunity to overcome performance or behavior deficiencies. During disciplinary probation, the employee is not eligible for an increase in pay.

The policies referenced and summarized in the Personnel Handbook are to be followed by employees of the School. Employees who disregard the intent of the Personnel Handbook, or any of the policies referenced and summarized herein, are subject to disciplinary action, up to and including termination of employment.

#### Legal

23 Pa. C.S.A. § 6344.3

24 P.S. § 1-111

24 P.S. § 5-510

24 P.S. § 20-2070.1a et seq.

23 Pa. C.S.A. § 6301 et seq.

22 PA Code § 235.1 et seq.

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