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| Book | Policy Manual |
| Section | 3000 Employees |
| Title | Copy of Conduct/Disciplinary Procedures |
| Code | 3017 |
| Status | First Reading |
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Purpose

All 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 policies, administrative procedures and rules, applied fairly and consistently.

Authority

The Board of Trustees (Board) requires employees to maintain professional, appropriate, moral and ethical relationships with students at all times.[\[1\]](#)[\[2\]](#)

The Board directs that all School 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 procedures and rules.[\[3\]](#)[\[4\]](#)[\[5\]](#)

Delegation of Responsibility

All School employees shall comply with state and federal laws and regulations, Board policies, administrative procedures and rules. School employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[\[3\]](#)[\[5\]](#)

When engaged in assigned duties, School employees shall not participate in activities that include but are not limited to the following:

1. Carrying onto or possessing a weapon on School grounds without authorization from the appropriate administrator or supervisor.[\[6\]](#)
2. Physical or verbal abuse, or threat of harm, to anyone.
3. Nonprofessional relationships with students.[\[2\]](#)
4. Nonprofessional or inappropriate conversations with students.[\[2\]](#)
5. Causing intentional damage to School property, facilities or equipment.
6. Forceful or unauthorized entry to or occupation of School facilities, buildings or grounds.
7. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[\[7\]](#)
8. Use of profane or abusive language.
9. Breach of confidential information.
10. Failure to comply with directives of School officials, or law enforcement officers.
11. Violation of Board policies, administrative procedures or rules.
12. Violation of federal, state, or applicable municipal laws or regulations.
13. 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.

These examples of impermissible behaviors are not intended to be an all-inclusive list. At the Chief Academic Officer's discretion, any violation of Board policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary actions. All employees are expected to conduct themselves in a manner which demonstrates the public's trust and confidence inherent in their position as a public servant.

The Principal/CAO or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative procedures and rules, which may include progressive penalties up to and including:[12]

- verbal warning
- written warning
- suspension
- demotion
- termination of employment
- pursuit of civil and/or criminal prosecution.

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Principal/CAO or designee, within seventy-two (72) hours of the occurrence, any arrest or conviction.[8][9]

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.[10]

An employee shall be required to submit new criminal history background checks 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 Chief Academic Officer or designee.[8]

An employee shall be required immediately to submit a new child abuse history certification 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.[10]

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[8][10]

Reporting Requirements - Dismissal of Teacher on Leave From Another Public School Entity

When a teacher has been dismissed by the School, the Chief Academic Officer or designee shall provide the following information to the school entity which granted the leave of absence:[4][11]

1. The reasons for such dismissal at the time such dismissal occurs;
2. A list of any witnesses who were relied upon by the School in moving for dismissal;
3. A description of and access to any physical evidence used by the School in moving for dismissal; and
4. A copy of any record developed at any dismissal proceeding conducted by the School.

Resignation of Employment

Administrative and professional employees are required to submit a minimum of 60 days' notice in the event the administrative or professional employees elects to resign. Support employees are required to submit a minimum of two (2) weeks' notice of resignation. Should an employee

fail to submit the required notice of resignation, the employee shall be deemed ineligible for rehire.[3]

A physician's statement verifying illness will be required for PTO requests submitted after an employee has submitted a notice of resignation. The failure to provide verification will result in unpaid time off.[3]

Employees shall conduct themselves professionally through their last day worked; the School reserves the right to reduce the duration of the resignation period at any time.[3]

All employees leaving employment from the School may be requested to undergo an exit interview on or before their last day of employment.[3]

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Legal

[1. 22 PA Code 235.10](#)

2. Pol. 6024

[3. 24 P.S. 1716-A](#)

[4. 24 P.S. 1724-A](#)

[5. 24 P.S. 510](#)

[6. 18 Pa. C.S.A. 912](#)

7. Pol. 3051

[8. 24 P.S. 111](#)

[9. 24 P.S. 2070.9a](#)

[10. 23 Pa. C.S.A. 6344.3](#)

11. Pol. 3004.1

[12. 24 P.S. 17-1729-A](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 1732-A](#)

[24 P.S. 2070.1a et seq](#)

[24 P.S. 777](#)

[22 PA Code 235.1 et seq](#)

Pol. 3017.1