

MUHLENBERG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: January 11, 2012

REVISED:

317. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	<p>Effective management of district affairs requires the establishment of reasonable standards of conduct for its employees. This policy is established to guide employees to conduct themselves as representatives of the district in a manner that is consistent with the district’s mission and shared values.</p>
2. Authority	<p>All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. An employee acts as an agent of the district in the commission of their duties and creates liability if their actions violate federal, state or local municipality laws. 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><u>Applicability and Scope</u> This policy is applicable to all persons permanently or temporarily employed by, attending as a student of, doing business with, volunteering with, or otherwise affiliated with the district, whether adults or children, students or non-students.</p>
SC 510, 514	<p>The Board directs that all district employees be informed of this policy and administrative regulations through posting on the Internet.</p>
SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	<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.</p>
2. Delegation of Responsibility SC 1122, 1151	<p>The Superintendent or designee shall develop and disseminate an Organizational Code of Conduct and 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/or pursuit of civil and criminal sanctions.</p>

SC 111	<p><u>Arrest or Conviction Reporting Requirements</u></p> <p>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.</p>
SC 111	<p>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 the disciplinary action up to and including termination and criminal prosecution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151</p> <p>State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Board Policy – 000, 351</p>