## 417. DISCIPLINARY PROCEDURES

1. **Purpose**
   - SC 510, 514
   
   Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.

2. **Authority**
   
   There shall be established procedures whereby professional employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.

3. **Delegation of Responsibility**
   - SC 1151
   
   The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension, or dismissal. Based upon Act 24 of 2011 (Act 24), all school employees are required to report to the Superintendent or designee within seventy-two (72) hours any arrest or conviction of an offense listed on PDE-6004 form. Failure to report any arrest or conviction in the time frame will result in disciplinary action against the employee, up to and including termination. In addition, the Superintendent or designee must report to the Department of Education: any educator who has been provided notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause or notice of a determination not to reemploy for cause. The report shall be filed within fifteen (15) days after notice is provided by a school entity.

   In addition, all employees are required to update Act 34, Act 151 and Act 114 clearances every five (5) years. If an employee’s clearances lapse, the employee will no longer be eligible to work for the school district and will face suspension without pay or possible termination of employment.

   In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.
| SC 1122, 1127 | When charges are filed against a professional employee pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code, may vote to discharge any such employee or authorize a lesser punishment short of discharge such as a suspension without pay or lesser degrees of punishment. The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken. |

References:

School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151

State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.


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