

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: December 16, 2004

REVISED: August 17, 2006

317. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All administrative employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of school programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the school's functions requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.
2. Authority SC 1850.1	The Joint Operating Committee directs that procedures be established whereby administrative employees shall be informed of the disciplinary actions that are considered appropriate and that are to be applied for violation of Joint Operating Committee policies, rules and procedures.
SC 1122, 1126, 1127	When dismissal charges are filed against a certificated administrative employee pursuant to law, the Joint Operating Committee shall hold a hearing in accordance with the procedures established in the School Code.
3. Guidelines	All administrative employees shall comply with Joint Operating Committee policies, school rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
2 Pa. C.S.A. Sec. 551 et seq SC 1127	In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute. When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:
Pol. 351	<ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Causing intentional damage to school property, facilities and equipment. 3. Forceful or unauthorized entry to or occupation of school facilities, buildings and grounds. 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.

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<p>4. Delegation of Responsibility SC 1122, 1151</p> <p>School Code 1122, 1126, 1127, 1151, 1850.1</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<ol style="list-style-type: none">5. Use of profane or abusive language.6. Failure to comply with directives of school officials, security officers, or law enforcement officers.7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.8. Violation of school policies, rules and regulations.9. Violations of federal, state, or applicable municipal law or regulation.10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the school, or any activity sponsored or approved by the Joint Operating Committee. <p>The Administrative Director or designee shall prepare and promulgate disciplinary rules for violations of Joint Operating Committee policies, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, transfer of employee, suspension, demotion, dismissal and pursuit of civil and criminal sanctions.</p>
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