

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: December 16, 2004

REVISED: August 17, 2006

417. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Purpose</p>	<p>All professional 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.</p>
<p>2. Authority SC 1850.1</p>	<p>The Joint Operating Committee directs that procedures be established whereby professional 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.</p>
<p>SC 1122, 1126, 1127</p>	<p>When dismissal charges are filed against a professional employee pursuant to law, the Joint Operating Committee shall hold a hearing in accordance with the procedures established in the School Code.</p>
<p>3. Guidelines</p>	<p>All professional 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.</p>
<p>2 Pa. C.S.A. Sec. 551 et seq SC 1127</p>	<p>In the event it is necessary to demote or dismiss a professional employee, a hearing shall be provided as required by statute.</p> <p>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</p> <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.

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<p>Pol. 451</p> <p>4. Delegation of Responsibility SC 1122, 1151</p> <p>Title 22 Sec. 49.64 Title 22 Sec. 237.1 et seq</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"> 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. 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, professional 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, suspension/demotion, dismissal and pursuit of civil and criminal sanctions.</p> <p>The Administrative Director shall report promptly to the Department of Education any instance where the school has dismissed a certified professional employee for cause. The Administrative Director also shall report any instance where a certified professional employee has been formally charged or convicted of a crime of moral turpitude or other offense that requires mandatory suspension or revocation of the certified employee's professional teaching certificate.</p>
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