

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: December 16, 2004

REVISED: August 17, 2006, May 15, 2025

	317. CONDUCT/DISCIPLINARY PROCEDURES
1. Authority	All administrative, professional, and classified employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of CCTI requires the cooperation of all employees working together and complying with a system of Joint Operating Committee policies, administrative regulations, rules, and procedures, applied fairly and consistently. The Joint Operating Committee requires employees to maintain professional, moral, and ethical relationships with students at all times.[1][2] The Joint Operating Committee 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 Joint Operating Committee policies, administrative regulations, rules, and procedures.[3][4] When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and classified employees may be entitled to a Local Agency Law hearing, at the employee's request.[5][6][7][8][9][10][11][12]
2. Delegation of Responsibility	All school employees shall comply with state and federal laws and regulations, Joint Operating Committee policies, administrative regulations, rules, and procedures. School employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[3] When engaged in assigned duties, school employees shall not participate in activities that include but are not limited to the following: 1. Physical or verbal abuse, or threat of harm, to anyone.[18] 2. Nonprofessional relationships with students.[2] 3. Causing intentional damage to district property, facilities, or equipment. 4. Forceful or unauthorized entry to or occupation of school facilities,

	buildings, or grounds. 5. Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances.[13] 6. Use of profane or abusive language. 7. Breach of confidential information. 8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[6] 9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator. 10. Violation of Joint Operating Committee policies, administrative regulations, rules, or procedures.[6] 11. Violation of federal, state, or applicable municipal laws or regulations.[6] 12. 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 Joint Operating Committee. The Administrative Director or designee shall develop and disseminate disciplinary rules for violations of Joint Operating Committee policies, administrative regulations, rules, and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and pursuit of civil and criminal sanctions.[6][14] <u>Arrest or Conviction Reporting Requirements</u> Employees shall use the designated form to report to the Administrative Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[15][16] Employees shall also report to the Administrative Director 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.[17] An employee shall be required to submit new criminal history background checks if the Administrative Director 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 Administrative Director or designee.[15]
--	--

An employee shall be required immediately to submit a new child abuse history certification if the Administrative Director 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.[\[17\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[15\]](#)[\[17\]](#)

Legal

1. 22 PA Code 235.10

2. Pol. 824

3. 24 P.S. 510

4. 24 P.S. 514

5. 24 P.S. 1121

6. 24 P.S. 1122

7. 24 P.S. 1126

8. 24 P.S. 1127

9. 24 P.S. 1128

10. 24 P.S. 1129

11. 24 P.S. 1130

12. 2 Pa. C.S.A. 551 et seq

13. Pol. 351

14. 24 P.S. 1151

15. 24 P.S. 111

16. 24 P.S. 2070.9a

17. 23 Pa. C.S.A. 6344.3

22 PA Code 235.1 et seq

24 P.S. 2070.1a et seq

23 Pa. C.S.A. 6301 et seq

18. Pol. 349