

# EASTON AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: March 5, 2007

REVISED: July 17, 2008

417. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district 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 district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.
2. Authority SC 510	The Board directs that procedures be established whereby professional employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.
SC 1122, 1126, 1127	When dismissal charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.
3. Guidelines	All professional employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
SC 1127 2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss a professional 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:
	<ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm to anyone.</li> <li>2. Causing damage to district property, facilities and equipment.</li> <li>3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds.</li> <li>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</li> </ol>

<p>Taken from Policy 317</p>	<ol style="list-style-type: none"> <li>5. Use of profane or abusive language, symbols or conduct.</li> <li>6. Failure to comply with directives of district officials, security officers, or law enforcement officers.</li> <li>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</li> <li>8. Violation of district policies, rules and regulations.</li> <li>9. Violations of federal, state, or applicable municipal law or regulation.</li> <li>10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any activity sponsored or approved by the Board.</li> </ol> <p><u>Supervision</u></p> <p>Professional employees shall be under the immediate supervision of the principal of the building to which they are assigned.</p> <p><u>Code Of Ethics</u></p> <p>An employee's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all administrators. The employee acknowledges that the schools of the district belong to the public they serve for the purpose of providing educational opportunities to all. However, the employee assumes responsibility for providing professional leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary professional conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the employee subscribes to the following statements of standards.</p> <p>An employee shall:</p> <ol style="list-style-type: none"> <li>1. Make the well-being of students the fundamental value of all decision-making and actions.</li> <li>2. Fulfill professional responsibilities with honesty and integrity.</li> <li>3. Support the principle of due process and protect the civil and human rights of all individuals.</li> </ol>
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<p>4. Delegation of Responsibility SC 1122, 1151</p> <p>School Code 510, 1122, 1126, 1127, 1151</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<ol style="list-style-type: none"> <li>4. Obey local, state, and national laws and not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.</li> <li>5. Implement Board policies and administrative rules and regulations.</li> <li>6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.</li> <li>7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.</li> <li>8. Accept academic degrees or professional certification only from duly accredited institutions.</li> <li>9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.</li> <li>10. Honor all contracts until fulfillment or release.</li> </ol> <p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, 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>
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