

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: 8/10/2015

REVISED:

417. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Authority</p> <p>Title 22 Sec. 235.10</p> <p>SC – Art. XVII - A SC 510, 514</p> <p>SC – Art. XVII - A</p>	<p>All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of charter school programs requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.</p> <p>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</p> <p>The Board directs that all charter 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 Board policies, administrative regulations, rules and procedures.</p> <p>When dismissal charges are filed against a certificated professional employee pursuant to law, the Chief Executive Officer will notify the Board. By a majority response of the Board, the Chief Executive Officer will be directed to discharge the certificated professional employee. At the next scheduled Board meeting, the Board will vote to make the discharge a matter of record.</p>
<p>2. Delegation of Responsibility SC 510</p>	<p>All professional employees shall comply with state and federal laws and regulations, charter school Board policies, rules and procedures. Charter school employees shall endeavor to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, professional employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Nonprofessional relationships with students.</li> <li>3. Causing intentional damage to charter school property, facilities and equipment.</li> </ol>

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<p>Pol. 351</p>	<p>4. Forceful or unauthorized entry to or occupation of leased or owned charter school facilities, buildings and grounds.</p> <p>5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</p> <p>6. Use of profane or abusive language, symbols or conduct.</p> <p>7. Breach of confidential information.</p>
<p>SC 1122</p>	<p>8. Failure to comply with directives of charter school officials, security officers, or other law enforcement officer.</p> <p>9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</p> <p>10. Violation of charter school Board policies, administration regulations, rules or procedures.</p>
<p>SC 1122</p>	<p>11. Violation of federal, state, or applicable municipal laws or regulations.</p> <p>12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the charter school, or any activity sponsored or approved by the Board.</p>
<p>SC 111 24 P.S. Sec. 2070.9a</p>	<p><u>Arrest Or Conviction Reporting Requirements</u></p> <p>Professional employees shall use the designated form to report to the Chief Executive Officer or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p>
<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>Professional employees shall also report to the Chief Executive or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</p>
<p>SC 111</p>	<p>A professional employee shall be required to submit a current criminal history background check report if the Chief Executive Officer 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 Chief Executive Officer or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 514, Article XVII – A</p> <p>State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 000, 351</p>
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